



Job Title: Communication Officer

Reporting to: Chief Operating Officer and Communications Manager

Location: Brussels, Belgium

Starting Date: Beginning of 2024

Job Type: 1-2 days a week (Freelance/Independent Contract)

Application Deadline: 15th December 2023

Join Our Team as a Freelance Communication Officer (1-2 days/week)

About Us:

The European Oncology Nursing Society (EONS) is a non-profit organization based in Brussels, Belgium, and we're on the lookout for a talented individual to contribute to EONS' communication strategy. If you're an enthusiastic, positive, and intelligent communicator who thrives in a collaborative environment, we invite you to be a part of our team. As a communication officer, you will play a pivotal role in shaping and executing EONS' communication efforts, both internally and externally. This role also involves working alongside the EONS management on the EONS projects and campaigns.

Responsibilities:

- Supporting the EONS' communication strategy with the EONS Management.
- Work alongside the EONS Management in implementing digital marketing and communication plans to boost awareness.
- Coordinate the development of marketing materials with the EONS Management.
- Enhance the organization's visibility through activities such as press releases and other means.
- Keep the Cancer Nursing Community informed and engaged through electronic communication tools such as websites, newsletters, and social media platforms.
- Contribute to the development of cancer campaigns in collaboration with various stakeholders.
- Actively seek out communication opportunities for the organization.

**Required Qualifications:**

- Strong organizational skills and a keen eye for detail.
- Passion for effective communication.
- Proficiency in spoken and written English.
- Excellent written and verbal communication skills, including editorial capabilities.
- Effective communicator with enthusiasm and persuasive abilities.
- Competent in administrative and computer skills, including expertise in social media communication and web publishing.
- Service-oriented, able to multitask, and highly organized.
- Initiative-driven, skilled at prioritization, and capable of meeting deadlines.
- Able to perform accurately and efficiently in a multitasking work environment.

Highly Desirable:

- Proficiency in English is mandatory, and proficiency in French, Dutch, or both is an added advantage.
- Specialized degree or certification in communication.
- Ability to work both independently and within a team.
- Capacity to interact and build strong relationships with a diverse and multicultural team of members and stakeholders.
- Located in Belgium.

Terms of Employment: Compensation to be discussed. The office is located at 1200 Brussels and remote work is possible for this position.

Starting Date: Negotiable

Please send your application via email to eons.secretariat@cancernurse.eu (no phone calls, please). Please type in the subject header "Application for EONS Communication Officer: [Your Surname]" as the subject line. Include:

- A cover letter (up to one A4 page) explaining your motivations, qualifications, preferred work percentage, earliest availability, and salary requirements.
- A full CV with two recent professional references (we will contact them only with your consent).
- Ensure your application is complete; incomplete submissions will not be considered.

Important: Only shortlisted candidates will be contacted for further evaluation.

EONS ASBL is a Belgian non-profit organization located in Brussels, Belgium.