

## **POLICY, ADVOCACY AND PUBLIC HEALTH COORDINATOR**

**Reports to:** Policy, Advocacy & Public Health Manager

**Location:** EASL Office in Geneva

**Start date:** As soon as possible

**FTE:** 100%

The European Association for the Study of the Liver (EASL) is looking for its new Policy & Public Health Coordinator. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

### **About EASL:**

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

### **The position:**

The Policy, Advocacy & Public Health Coordinator will be a dynamic member of the Policy, Advocacy & Public Health team, responsible for supporting the implementation of the Policy, Advocacy & Public Health Strategy and Work Plan.

**The candidate:** The selected candidate will be able to multi-task and work independently with a hands-on attitude, be organised, precise, pro-active, patient and dedicated.

### **Main responsibilities include:**

- Assist with the implementation of the objectives set by EASL's Policy & Public Health Committee
- Day-to-day administrative support of the EASL Policy & Public Health Committee
- Day-to-day administration of the Policy, Advocacy & Public Health projects (including Horizon 2020 projects where EASL is a partner)
- Content management of the EASL Policy, Advocacy & Public Health social media and relevant EASL website sections
- Keep files, databases, spreadsheets and other records up to date
- Produce meeting minutes
- Organisation of external and internal meetings
- Assist with ad-hoc administrative matters as required

**Knowledge, skills and experience:**

We are looking for a candidate who has:

- A university degree in a relevant discipline
- Previous experience in NGOs /Health care/ Associations
- Excellent writing and editorial skills
- Team player with good interpersonal skills
- Strong organizational, problem solving, planning and time management skills
- Ability to multi-task and work under tight deadlines
- Service oriented
- Meticulous, precise and rigorous
- Willingness to carry out administrative tasks
- Proficiency in MS Office, MS outlook, social media and website management tools.
- Fluency in English (written and spoken)

**Contact details:**

Please send your complete application (CV, motivation letters and working certificates and Diplomas) to [recruitments@easloffice.eu](mailto:recruitments@easloffice.eu)

Only complete application will be considered.

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.