



Membership and Partnerships Assistant

Reports to: EASL Membership and Partnership Manager
Location: EASL Office in Geneva
Start date: As soon as possible
Occupation: 80 -100%

EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER

The European Association for the Study of the Liver (EASL) has a new opening for a Membership and Partnerships Assistant. 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 by the EASL office in Geneva, which currently hosts more than 30 employees across several departments. 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 Membership and Partnerships team manages the relationship with EASL's individual members and related societies. The team also coordinates the implementation of various other projects and partnerships.

The Membership and Partnerships Assistant works closely with the Membership and Partnerships Manager, supporting day to day administrative tasks and projects.

Membership

- Provide customer service for EASL Members, responding to personal enquiries from EASL community members via email, telephone or at face-to-face meetings.
- Monitor day to day communication with EASL Members.
- Maintain membership data in EASL CRM system, and draft reports on membership data.
- Draft correspondence such as official letters and project documentation.
- Represent EASL at EASL events and other conferences and events throughout the year. This includes supporting the management of the EASL Community Hub and EASL Memberzone at the International Liver Congress (ILC), and EASL booths at other events.

European Association for the Study of the Liver

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Fellowships, Grants, Awards, Endorsements, and Sponsorships

- Assist with the set-up of the online application and review platforms.
- Monitor and track incoming applications.
- Draft correspondence to programme applicants.
- Support with project payments and facilitate travel arrangements.

Journal of Hepatology and JHEP Reports

- Coordination with the Journal of Hepatology publisher regarding shipping of the Journal and online access for EASL Members.

Key strengths

- Teamwork: hands-on, team player with good interpersonal skills.
- Strong organizational, problem solving, planning and time management skills.
- Customer-service oriented: ability to communicate clearly (written and oral) with external contacts and respond to queries in a timely fashion.
- Ability to multi-task and work under tight deadlines.
- Confident with a dynamic personality.

Requirements

- Minimum 2 years' experience in administrative and/or customer service support role, preferably in a NGO or Medical society setting.
- Proficiency in MS Office and experience with CRM / database management.
- Fluency in English. Fluency in French or other languages would be a strong asset.

The candidate must be:

- A national of one of the EEA Member States or the holder of a valid Swiss work permit.
- Willing and able to undertake travel within Europe and occasionally beyond.
- Participation in the EASL International Liver Congress each April is compulsory.

Contact details:

Please send complete application (CV, motivation letter and Certificate and Diplomas) in the following format [surname_initials_document-title_MaP] to 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.