

## EASL JOB ANNOUNCEMENT

### POSITION DESCRIPTION

<b>Position title:</b>	Scientific Programme Coordinator
<b>Reports to:</b>	Managing director
<b>Location:</b>	Currently partially remote, partially in the Geneva office
<b>Status</b>	<b>Maternity cover</b>
<b>Term:</b>	Minimum August 2021 → March 2022
<b>FTE:</b>	100 %

### The Association:

The European Association for the Study of the Liver was established in 1966 by a founding group of 70 European hepatologists. It has since grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,500 members from all continents, and the annual meeting is 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 also established a broad collection of online education and digital tools for the research, practice and patient communities. Additionally, 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 office team covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

### The position:

Provide direct support to the Scientific Programme Department during a maternity leave in activities related to abstracts, posters and event apps.

Position from 1 September 2021 to 28 February 2022, at least.

### **Major Duties and Responsibilities:**

#### **International Liver Congress**

- Provide support in the setup of the online programme in the conference planning system
- Provides support to faculty invitations/replacements
- Provide support in the programme book production and editing
- Abstract (under the supervision of the Scientific programme coordinator):
  - Provide support for all communications with submitters and reviewers
  - Provide support on the entire abstract submission and review process
  - Provide support during the review procedure
  - Provide support in the editing and formatting of selected abstract for print and/or e-documents
  - Provide support in Young Investigators bursaries attribution and follow up
  - Provide support in the plagiarism check for submitted abstracts

- Posters (under the supervision of the Scientific and education coordinator):
  - Coordinate oral ePoster and poster tour session selection process
  - Coordinate the logistics aspects of poster activities both before and during ILC
  - Coordinate all communications with poster presenters in relation to their poster/ePoster presentation(s) and liaise with ePoster provider regarding information and communications
  - Coordinate logistics aspects of poster activities both before and during the International Liver Congress<sup>™</sup>
- Act as an onsite contact point for all posters related activities and YI bursaries

### **EASL Events (3-4/year)**

- Provide support in the planning of programme
- Provide support in programme setup in the conference system
- Provide support in faculty invitations/replacements
- Provide support in the session coordination with respective faculty
- Provide support for educational use of on-demand content
- Abstract coordination (under the supervision of the Scientific programme coordinator):
  - Provide support the plagiarism check for submitted abstracts
  - Provide support the entire abstract submission and review process
  - Provide support YI bursaries attribution process
  - Provide support poster related activities
- Provide support to IT in the development of the conference mobile app

### **Educational webinar**

- Provide support in the planning and setup of webinar programmes
- Provide support in faculty invitations/replacements

### **Administrative support and other duties**

- Organise and schedule meetings and appointments from the scientific department (video conference and physical meetings)
- Take minutes of various leadership meeting from the scientific department (with Scientific committee, task forces, organising committees...)
- Provide support in the preparation of reports
- Contribute to team effort as needed

## **Working Relationships:**

### **Internal:**

- Extensive contact with all employees of the association and the EASL Governing Board, Educational and Scientific committees but primarily with the Communication, Corporate relationship and Events departments

### **External:**

- Extensive contact outside the association with EASL members and any scientist with interest in Hepatology.
- First line of contact between EASL and the contributors to the scientific programmes such as invited faculty, abstract submitters and bursaries awardees
- Extensive contact with different provider, mainly registration software, poster provider and abstract book editors

### **The candidate:**

- University/HES degree or equivalent experience (2-3 years) preferred
- Admin or assistant experience
- Excellent time management and ability to multi-task and prioritise work
- Attention to detail
- Strong organizational and planning skills
- Team player and solution oriented

### **Language skills:**

- Proficient in English, C2 or native language required
- Excellent written and verbal communication skills
- Knowledge of French a plus

### **Technical skills:**

- Overall comfortable with use of digital tools
- Ability to quickly learn and adapt to unfamiliar IT systems independently or in formal training

#### Proficient in:

- Excel - Formulas, graph, pivot tables and vlookup are minimum requirements
- Word - Mailmerge is a minimum requirement and use of marcos a plus
- Online conferencing system (e.g. Zoom) - setup and planning of meetings and webinars

#### Good command

- Microsoft office (Outlook, Teams and PowerPoint)
- Basic video editing a plus

Ability to travel (up to 5-10% of the time)

### **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



**Contact details:**

Please send complete application (CV, motivation letter and Certificate and Diplomas) 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.