

JOB DESCRIPTION

Position title: Medical and Science Content Coordinator

Reports to: EASL Education and Science Manager

Location: EASL office

Occupation: 100%

The Association:

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 35 people across several departments. The diverse and dynamic team offers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

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 has approximately 7,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 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. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

Education and Science Department objectives:

- Enhancing hepatology knowledge, skills, and competencies for improved patient care and outcomes
- Maximising learner engagement through innovative technologies and methodologies
- Remaining relevant by continuously assessing needs and addressing emerging topics
- Curating independent accredited content
- Creating dynamic learning environments, hosting vibrant learner communities, in-person or online

Function:

We are seeking a skilled and versatile Medical and Science Content Coordinator to join our Education and Science Team at EASL. This role is crucial in managing our educational content and communication efforts across various platforms.

Key Responsibilities:

1. Medical Education Content and Communication
2. Content creation (writing)
3. Multi-channel dissemination strategy, coordination, and delivery (shared with the EASL Association and Community Services Department)
4. Data Analysis and Reporting:
 - Conduct statistical analysis using Google Analytics, Excel, R or equivalent
 - Generate comprehensive reports on communication performance and engagement
5. Faculty Management:
 - Coordinate with faculty for educational content and events
6. Support content needs of other departments

Output and channels

The content to create includes:

- Project description
- Social media posts, including live tweeting during EASL Studio from @EASLEdu account
- Article, (i.e. blog)
- Press items
- Promotional materials
- Multimedia (podcasts, video and image editing, infographics)
- Reports: For the community, partners and internal use

The content will be used on various platforms such as:

- Podcast streaming platforms
- EASL Websites, including EASL Campus, EASL.eu
- EASL Youtube channels
- Social media
- Bi-monthly educational newsletter

Required Qualifications:

- At least Bachelor's degree level in Life Sciences, or other related field
- Proven experience in data analysis tools (Google Analytics, Excel, R)
- Experience with multimedia creation and editing software

Desired Skills:

- Strong interpersonal skills
- Excellent written and verbal communication skills, at least English C1 (written and oral)
- Ability to multitask and manage multiple projects
- Attention to detail and ability to work in a fast-paced environment
- Create and edit videos, images, and podcasts
- Basic HTML coding skills and familiarity with content management (Drupal/Moodle)
- Knowledge of R programming language is a plus
- Experience in the association, NGO or related sectors is a plus

This position offers an exciting opportunity to contribute to medical education and communication in the fascinating field of liver health. The successful candidate will play a key role in enhancing our organization's educational outreach and digital presence.

What we offer:

- Flexible working hours
- Possibility of remote work
- Great remuneration package
- Exceptionally good pension plan
- Diverse, equitable and inclusive workplace and employer
- One to one management and mentoring

EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.

Contact details:

Please send the complete application (CV, motivation letter, Certificates and Diplomas) to recruitments@easloffice.eu