



November 2023

Eurisy Vacancy Notice

Closing date for applications: 28th November 2023

EURISY is an equal opportunity employer s and is committed to diversity and inclusion in the workplace.

POST	Communication and Administration Officer
DURATION	Fix-end contract with the possibility to convert into an open-ended contract
LOCATION	Paris

About Eurisy

Eurisy is a non-profit association constituted under French law and based in Paris, France. Its members comprise more than 20 space agencies and other public bodies dealing with space affairs across Europe and beyond, including the European Space Agency (ESA).

Its mission is to disseminate the use of space-based products and services so as to consolidate the benefits and maximise the impact that space-derived innovation provides to society, economy and environment. With this goal in mind, EURISY's role is to proactively support final user communities in making increasing use of satellite services.

EURISY's actions encompass raising awareness of the advantages of satellite information and services, advising and supporting end-users in their implementation, facilitating the dialogue between end-user communities and the space community, producing and disseminating information on end-users' culture and agenda and on their use and implementation of satellite information and services, providing European and national decision-makers with bottom-up feedback from end-user communities on their needs, etc.

In a nutshell, Eurisy acts as a facilitator of innovation, a catalyser for collaboration, a match-maker for people and organisations with common interests in advancing innovation, and as an adviser to policy makers.

Job Description

The Eurisy Communication and Administration Officer is expected to support and/or lead different activities, including planning, revision and implementation of Eurisy's annual Communication strategy as well as the writing of articles and user cases, reports, social media posts; doing interviews, organising events, managing large networks of partners, and of externally-funded projects, and any other tasks part of Eurisy ordinary activities. The candidate will work under the supervision of the Secretary General and in close collaboration with other team members and external partners.

The post-holder has to be flexible and motivated as well as highly organised and an openminded, enthusiastic and pro-active team worker by participating in various and transverse activities overseeing

project's inputs according to the approved project documentation, in line with Eurisy's mission and operational rules. S/he will contribute to the production of substantive communication materials and project contents. S/he will be responsible for the timely achievement of high-quality outputs within the assigned areas of work.

Tasks and Responsibilities:

- **Communication content production:** contribute to communicating Eurisy's goals, activities and endeavours to different audiences, including user communities, service providers, the space sector and policy makers. The selected candidate will be responsible for:
 - Plan and implement communication's actions to promote the Association and its members;
 - Formulating key messages for different targeted audiences;
 - Manage digital tools (websites, newsletters and social media);
 - Identifying, researching, developing and writing engaging communication content in different digital formats on behalf of the organization (annual report, press release, newsletters, media posts, articles, etc.) for different channels;
 - Laying out reports;
 - Create infographic (banners, logo, visuals, etc.);
 - Monitor digital tools analytics and track campaign analytics;
 - Maintain digital media archives;
 - Perform community management;
 - Support on event planning (speakers, venue, catering, sponsorship etc.) including online events;
 - Support with stakeholders' engagement and partnership development.

Qualifications

This job will offer to a motivated person the opportunity to grow professionally: the post-holder will have the freedom to take on responsibilities commensurate with his/her abilities, and to take credit for his/her own success, while contributing to that of the team. The position advertised is highly operative based on a learning by doing approach to develop a set of wide-ranging skills transferable into either the private or the public sectors. As long as personal initiatives are in line with Eurisy's objectives, the post-holder will be encouraged to be proactive and thus shaping his/her own unique place within the organisation.

We are looking for a junior candidate with a Master's degree in Communication, Public Relations, Social Sciences, Business administration or equivalent and with at least 1 year of relevant professional experience. A proven experience in the space sector or in sectors related to innovation technology as well as proficiency in spoken French will be considered as a distinctive advantage. The following competencies and skills are required for the position:

- Excellent knowledge and/or mastery of digital communication channels and tools including:
 - ✓ Social Media (e.g. LinkedIn, Twitter, etc.)
 - ✓ Graphic editing software (e.g., Canva and Publisher)
 - ✓ Wordpress - programming skills are NOT required
 - ✓ SEM (e.g. Google Ads) and SEO
 - ✓ Other tools (e.g. MailChimp)
- Strong copywriting ability for multiple platforms and audiences (e.g. social media, websites, newsletters);

- Ability to synthesize complex organisational and scientific information and convert into a language understandable to final users communities new to space;
- Ability to interact sensitively and appropriately with interlocutors from different backgrounds and in different settings;
- Experience working in multicultural environments, preferably in non-profit or international organisations;
- Good organisational skills based on an objective-driven mindset;
- Capacity to work both independently and as part of a team

The working language of Eurisy is English. Excellent command of the English language, written and oral, is a prerequisite.

General Conditions

- A full-time position under French law with the option to convert to a permanent contract;
- A competitive remuneration package – the financial compensation will be commensurate with the qualifications and skills of the successful candidate;
- An international and multicultural work environment in an exciting and dynamic policy field.

Specific requirement: Eurisy can only accept applications by EU citizens or non-EU citizens holding residence and employment permit in France.

How to apply

Send your CV and cover letter (maximum 2 pages each) clearly stating your motivation relative to this job, in English, addressed to the Eurisy Secretary General, Ms. Annalisa Donati, via e-mail to eurisy@eurisy.eu including in the subject [SURNAME_Communication Officer]. (File attachments should be in .pdf format). All relevant material, including articles, papers, graphic works, etc, should be attached to the candidature.

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