



The Standing Committee of European Doctors (CPME) represents national medical associations across Europe. We are committed to contributing the medical profession's point of view to EU institutions and European policymaking through pro-active cooperation on a wide range of health and healthcare related issues.

The CPME is recruiting a

### **Communication Officer.**

The CPME Communication Officer is responsible for creating communications content. The position reaches from writing press releases to developing content, directing publications, managing the website architecture, and creating social media posts. The Communication Officer is also tasked with tracking outreach and maintaining digital archives.

#### **Responsibilities:**

- Proactively maintains CPME's visibility and reputation as the leading voice of the medical profession vis-à-vis the EU institutions.
- Directs the overall flow of information for the CPME membership and partners.
- Delivers high-quality written and visual communications by designated deadlines.
- Manages social media communications.
- Maintains contacts with members of the media.
- Develops internal communication material for CPME members.
- Manages CPME branding, optimizes and maintains CPME website content/architecture.
- Creates and launches special communication projects/campaigns.

#### **Profile:**

- Degree in Communications, Journalism, Public Relations, or a related field.
- Minimum 3 years of relevant job experience with graduate degree (equivalent of a Master's), 6 years with undergraduate degree (equivalent of a BA/BS) working in media, journalism, advocacy, or communications.
- Exceptional writing and editing skills.
- Excellent MS Office, social media, and multimedia skills (e.g., publishing software, video technology).
- Excellent command of English (written, oral, comprehension). Fluency in French is highly desirable.
- Good knowledge of the EU decision-making processes. Familiarity with the health sector is desirable.
- Good time management and organizational skills.
- Capacity to work proactively, creatively, and independently but also as part of an international team.

#### **Conditions:**

Belgian contract including benefits.



COMITÉ PERMANENT DES MÉDECINS EUROPÉENS  
STANDING COMMITTEE OF EUROPEAN DOCTORS



**Application:**

By e-mail, please send one pdf including

- your CV
- a one-page motivation letter
- and if you wish an example of your work

to Ms Alessandra Foresti, CPME Office Manager, [alessandra.foresti@cpme.eu](mailto:alessandra.foresti@cpme.eu).

Applications shall be sent by **5 September 2021** at the latest.

Interviews will be held at the CPME office on **20 September 2021**.

**Please note that only shortlisted applicants will be contacted for an interview.**