

Vacancy details: EPOS Communication Assistant

Job Position:	Communication Assistant
Employer:	European Plate Observing System European Research Infrastructure Consortium
Duration:	Permanent position
Contract:	CCNL Ambasciate, Consolati, Legazioni, Istituti culturali ed Organismi internazionali in Italia. Area: B. Full time employment, with 1 months-probation period
Purpose:	The Communication Assistant supports the Communication Officer in developing dissemination and communication activities and all related operations to implements EPOS Research Infrastructure's internal and external communication strategies. He/she must have skills necessary to perform the different activities set out in the Communication Plan.
Location:	EPOS ERIC Headquarters, Via di Vigna Murata n. 605, 00143 Rome (Italy), c/o Istituto Nazionale di Geofisica e Vulcanologia
Working Language:	English
Application start date:	22 September 2020
Application deadline:	11 October 2020 at 11:59 pm (Rome local time).

Brief Description of the EPOS

EPOS (European Plate Observing System) is the pan-European research infrastructure aimed at ensuring sustainable use and re-use of multidisciplinary solid Earth science data and products fostering state-of-the-art research and innovation. EPOS is committed to establishing and underpinning sustainable and long-term access to solid Earth science data and services integrating diverse European research infrastructures under a common federated framework.

EPOS ERIC is the legal entity established by the European Commission on October the 30th 2018 to coordinate and integrate national and international research infrastructures forming the EPOS Delivery Framework. Based in Rome, Italy, EPOS ERIC is currently constituted by 12 Members: Belgium, Denmark, France, Greece, Iceland, Italy, the Netherlands, Norway, Poland, Portugal, Slovenia and the United Kingdom, and 1 Observer: Switzerland. The governing body of EPOS ERIC is the General Assembly (GA). EPOS ERIC is an important player within the international research infrastructure landscape. It builds on the achievements of past European projects that have engaged more than 138 diverse research institutions, universities, and organizations from 25 European countries as well as 5 international organizations.

Job Mission and Main Responsibilities

EPOS ERIC is looking for a motivated and proficient Communication Assistant; a member of the EPOS ERIC Executive Coordination Office (ECO). The Communication Assistant will support the Communication Officer in developing and promoting the internal and external dissemination and communication activities under the supervision of the Executive Director.

In particular, s/he will be responsible for:

- drafting, revising and preparing various documents for publication
- organizing events
- preparing information documents, publications, brochures, audiovisual products
- managing and editing communication activities through websites and social media
- participating in the analysis and media impact of communication activities
- liaising and coordinating with stakeholders (Publications Office, subcontractors)
- handling contacts with the press, the media and the public

Required Qualifications and Professional Experience

- Bachelor's degree preferably in Communications, Digital Communication and Social Media, Public Relations, International relations or a related field (or relevant discipline)
- Minimum three years of work experience in communication, public relations and social media and web management
- Excellent computer skills (MS Word, Excel and PowerPoint essential)
- Excellent written and communications skills
- Excellent command, written, oral, comprehension of English.

Additional Desirable Attributes

- Experience in photography, video production and graphic design to create high quality media and multimedia content for dissemination, communication, and outreach
- Experiences in relations with media and the international communities of scientific communication
- Experience with social-media and web-site content
- C level English proficiency

Compensation

Salary will be commensurate to titles and experience.

Conditions

Full time employment. Overtime may be required to meet project deadlines. National and international travels may be required for the purpose of meeting with project partners, stakeholders, etc.

Application

Prepare your application as one single PDF document, in English, containing a copy of your CV in Europass format, with a cover letter explaining your interest in this position and how you could contribute. Enclose this document in an email message, with subject: "Application EPOS ERIC Communication Assistant"; addressed to the EPOS ERIC Executive Director at the following e-mail: administration@epos-eric.eu

According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: 'I authorize the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.

 EPOS ERIC
EUROPEAN RESEARCH
INFRASTRUCTURE
CONSORTIUM
The Executive Director
Massimo Cocco