

Work-study Communications Assistant

EIT Health France

About EIT Health

EIT Health, a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), is focused on supporting entrepreneurship, innovation, and education, to promote healthy living, support active ageing and improve healthcare. EIT Health brings together leading organisations along the entire value chain – smaller companies, larger industry, excellent academic and research institutions, and public sector organisations. Together we work toward a healthier Europe by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data. EIT Health has Central Offices in Munich and develops activities across a network of regional Innovation Hubs in Paris, London, Barcelona, Rotterdam, Stockholm, Vienna and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Poland, Portugal and Italy. EIT Health includes more than 150 partners.

About the position

Job Title:

Work-study contract: Communication Assistant

Reporting to:

EIT Health France Comms & Events Manager

Key Working Relationships:

Working in the external affairs team:

- In support of the Communication & Events Manager
- In collaboration with Corporate Affairs Lead
- In collaboration with Pillar Managers France

Purpose of the Role and Main Responsibilities:

- Assist the communication manager in the animation and moderation of our community on social media.
- Design and write communication support (E-mailing, Newsletter, brochures, flyers, posters, etc.).
- Implement effective communication strategies that build brand awareness and customer satisfaction.
- Prepare monthly reports & KPIs.

- Actively monitor a daily watch on the innovations and operations of the EIT Health community in Europe & Contribute to the update and assessment of a relevant and accurate French asset portfolio, including press releases, fact sheets, backgrounders, slide decks, and videos. Gather content that is aligned with the EIT Health strategy.
- Plan and manage the design, content, and production of presentations (annual report for example).
- Create marketing tools for events, programs, projects.
- Build and power a website (with the help of a communication agency) with Elementor & WordPress.

Personal specifications

Education/Qualifications:

- Starting a Master degree in communications, journalism, web design or relevant field.
- Apprenticeship contract preferred.
- Fully French-English bilingual, able to produce outward-facing content in native or near-native English.

Skills and Abilities:

- Ability to work independently and as a valuable team player with excellent attention to detail and impeccable personal integrity.
- Proven interpersonal and communication skills, strong presentation skills, ability to produce clear and concise written material particularly in writing and ability to present complex issues.
- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Must be able to multitask and work well under pressure.
- Web design skills.

Knowledge and Experience:

The following points are not mandatory but are considered helpful further qualifications:

- Previous experience in communication & marketing.
- Ability to demonstrate examples of production of marketing and communications content, and innovative strategic communications and marketing planning.
- Experience working in multicultural work environments.

Other:

- Proactive and well organized.
- Innovative, dynamic and resilient.

- Highly entrepreneurial attitude.
- An open and positive attitude to working in a constantly changing environment.
- Creativity is a plus!

What we offer:

Add new experience & competences to your resume.

- Learn how to work with a communication agency as a client.
- Wide range of tasks and missions.
- Renowned public organization in the European healthcare ecosystem.

Team & work atmosphere

- Non-hierarchical structure.
- Trustworthy atmosphere within a dynamic team.
- Freedom to operate with autonomy.
- Fast and flat processes to respect.
- Possibility to work from home two days per week.

Salary

- 100% of the SMIC

Application process

- EIT Health applies a policy of equal opportunities and accepts applications without discrimination on any grounds.
- Applications should consist of a cover letter and a full curriculum vitae.
- Please include the following in the cover letter: introduction, your motivations for applying for the position, your earliest start date, and your salary expectations.
- Applications should be sent via e-mail to chloe.renaud.perret@eithealth.eu and should have the subject line: "ERP Project Manager".
- The application deadline is 26 May 2023. Applications will be reviewed on the rolling basis until the right candidate is identified. The position is new and is to be filled as soon as possible.

For more information about EIT Health, please visit: www.eithealth.eu

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