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**Communication Assistant (part-time position)**

ERSA is a scientific association and seeks to appoint a professional part-time assistant **to support the ERSA Office.**

*ERSA is the supranational grouping of national regional science associations across Europe.*

*Members of the Regional Science Association are academics, policy professionals and researchers interested in spatial economics and planning, regional and local development and related issues. The main functions of ERSA, apart from promoting the field of Regional Science, is to organize annual European Congresses and Summer Schools.*

As Communication Assistant, you will assist the Executive Director in the execution of communication tasks towards internal and external target groups in order to support the communication objectives of ERSA

**Under the supervision of the Executive Director,**

**Your responsibilities include:**

* Development of marketing material such as corporate brochures, leaflets, posters, presentations, …
* Development of e-news communication : elaboration of materials on the basis of scientific events and contents and communication with sections
* Communication of events on social media (Facebook, LinkedIn, Twitter and YouTube)
* Maintain and assist in the development of :

- ERSA websites (Official website and Events websites)

- Social media

**Profile**

* Bachelor/Master degree with a relevant work experience in a similar job
* High Proficiency in English on (near) native level is required.
* Strong organizational skills and attention to detail
* Promotional writing, editing
* Good motivation in operational aspects; result-oriented and hands-on.
* MS Office (Word/Excel/PowerPoint) knowledge is an absolute must.
* Knowledge of graphic design applications like Indesign or photoshop is an asset.

**Offer**

We offer you a part-time contract with the possibility to get an open-ended position.

**Deadline to apply:** 21 April 2017

**Interested ?** Contact Maristella Angotzi or send your C.V. and motivation letter to:

[Maristella.angotzi@ersa.org](mailto:Maristella.angotzi@ersa.org)