



Executive 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.

Under the supervision of the Executive Director, your responsibilities will include a wide range of administrative organizational and communication tasks:

- Liaise with ERSA Section representatives on a regular basis (by email, phone) to better understand and meet their needs
- Keep-up-to- date the Agenda of ERSA Events and ERSA Sections Events and plan ahead promotional actions (for e-news, social media, website, ..)
- Keep-up to-date ERSA Sections Membership database and accounting follow up actions
- Assist in the organization and promotion of ERSA main events (Congress and Summer School)
- Maintain and assist in the development of ERSA websites (Official website and Events websites) as well as the production of marketing material such as corporate brochures, leaflets, posters, presentations, ...

Profile

- Bachelor/Master degree or similar through experience.
- Good Proficiency in English with writing, editing skills
- You are Able to work in a structured way and to prioritize daily workload.
- Ability to multitask
- Competent in MS-office package.
- Relevant experience in a similar position will be an asset.

Offer

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

Deadline to apply: 9 March 2018

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

Maristella.angotzi@ersa.org