The International Federation for Spina Bifida and Hydrocephalus is looking for a Volunteer Communications Assistant. Head office is located in Brussels but working remotely is a possibility.

International non-profit Organization

The international federation for Spina Bifida and Hydrocephalus (IF) represents over 80 Member Associations worldwide. Our members are a large group of patients with Spina Bifida and/or Hydrocephalus (SBH) and their families. In collaboration with civic society in the public and private sector and together with important stakeholders IF works to build inclusive communities and raise awareness of SBH. With the goal of reducing the prevalence of SBH in the world through primary prevention, advancing the rights of persons with disabilities and improving management and care for individuals with SBH and their families.

Function Description

The Communications Assistant will join a passionate team at the headquarters in Brussels, Belgium, and will be tasked with providing administrative, communication and design support to all aspects of IF communications for IF’s international programs and partners. In close collaboration with a passionate and driven team, the Communications Assistant is expected to demonstrate the ability to think strategically and creatively, communicate effectively, and lead the drive for strong communication and membership results.

The Communications Assistant will assist in:
- Designing materials (toolkits, leaflets, posters, reports, etc);
- Social media management (Twitter, Facebook, LinkedIn, Instagram);
- Writing (publications, news articles, newsletter, emails, etc);
- Any other duties consistent with the position of a Communications Assistant.

Are you the enthusiastic and responsible Volunteer Communications Assistant who wants to strengthen the IF team? Please send your CV and Motivation Letter by October 31 2022 to the attention of Dr. Sylvia Roozen to recruitment@ifglobal.org. Due to the large number of applications expected only shortlisted candidates will be contacted.