



The International Federation for Spina Bifida and Hydrocephalus is looking for a full-time Communications Coordinator. Head office is located in Brussels but working remotely is a possibility.

Communications Coordinator

Job Profile

INTERNATIONAL NON-PROFIT ORGANISATION

The International Federation for Spina Bifida and Hydrocephalus (IF) represents over 85 Member Associations worldwide. Our members are a large group of persons 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.

PROFILE

Your passion for communication and good eyes for messages and design makes you tick off many different types of tasks every day. As communications coordinator you are in charge of overseeing all internal and external communications for IF. With your enthusiasm and excellent skills in communication matters, support the work by the team going forward in a professional way. Your work therefore significantly contributes to increase and improve the International Federation for Spina Bifida and Hydrocephalus' visibility, profile, network and publications through the effective use of communications, networking, marketing, events, PR and writing skills.

RESPONSIBILITIES

- To develop and implement, together with the Secretary General, a well-supported communication action plan that reflects the overall organizations strategy
- To maintain good communications with IF members, potential members, and partners
- To liaise with the media and other relevant third parties in order to maximize a positive image of the organization and visibility of our work
- To create high quality items for the media including news items, press releases, articles and event reports
- To coordinate the design of documents and publications including annual reports, membership guide, infographics, communication messages, posters and leaflets as required
- To manage, maintain, expand and update IFs website (and related projects), including:
 - Writing content/news items covering events and activities
 - Creating, designing and updating websites as required



- To create and distribute the organisation's newsletters, to coordinate its translation if required, and to maintain an up to date list of subscribers
- To assist with the organisation of, and to contribute creatively to events, conferences and workshops
- To collect and organize materials (e.g. photos) for events, ensuring they are in the correct format and have supporting text and documents when required
- To create and maintain social media accounts for the organisation and related events
- To represent the organisation at meetings and conferences in a professional way
- To travel when required

Skills, Experience & Personal Qualities

- An absolute commitment to working for the International Federation
- An understanding of disability and a good awareness of diversity issues
- An understanding of Spina Bifida and Hydrocephalus and its impact on people and society
- Experience of organizing and contributing to events
- Excellent communication skills – both written and verbal
- Experience of website design, creation and management
- Good understanding and experience of the professional social media use
- A proven understanding of the importance of networking and communications
- Good presentation skills and professional representation in external meetings
- High level of IT literacy including HTML, web accessibility
- A skilled eye for proof reading and quality when developing materials; knowledge and experience of what works and what doesn't
- Proven ability to develop and implement a concept into a practical plan of action
- A demonstrated high level of drive and initiative whether working individually or as part of a team
- Good organisational and administrative skills

Are you the enthusiastic and responsible Communications Coordinator who wants to strengthen the IF team? Please send your CV and Motivation Letter by November 18, 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.