

Vacancy details: **EPOS Communication Coordinator**

N. 1 Job Position	Communication Coordinator
Employer	European Plate Observing System - European Research Infrastructure Consortium
Duration	Fixed-term contract (12 months, with the possibility to renew the contract up to 24 months in total)
Contract	CCNL Ambasciate, Consolati, Legazioni, Istituti culturali ed Organismi internazionali in Italia. Area: B1. Full time employment, 36 hours per week. One-month probation period.
Purpose:	The Communication Coordinator supports the Communication Unit in developing dissemination and communication activities and all related operations to implement EPOS Research Infrastructure's internal and external communication strategies. He/she must have the skills necessary to perform the different activities set out in the Communication Plan. National and international travel may be required.
Compensation	CCNL Level (Area) B1. Salary will be commensurate to titles and experience.
Location	EPOS ERIC Headquarters, Via di Vigna Murata n. 605, 00143 Rome (Italy) at Istituto Nazionale di Geofisica e Vulcanologia
Working Language	English
Application start date	11/10/2022
Application deadline	31/10/2022 at 23:59 (Rome local time)

IMPORTANT:

Prior to the signature of the employment contract, the successful candidate must have an Italian domicile (preferably in the area of the city of Rome), an Italian Fiscal Code and Tessera Sanitaria.

Info at <https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identificationnumber-for-foreign-citizens>



Brief Description of EPOS

EPOS (European Plate Observing System) is the pan-European research infrastructure that ensures the sustainable use and re-use of multidisciplinary solid Earth science data and products, fostering state-of-the-art research and innovation. EPOS is committed to establishing and underpinning sustainable and long-term access to solid Earth science data and services integrating diverse European research infrastructures under a common federated framework.

EPOS ERIC is the legal entity established by the European Commission on October the 30th, 2018 to coordinate and integrate national and international research infrastructures forming the EPOS Delivery Framework. Based in Rome, Italy, EPOS ERIC is currently constituted of 13 Members: Belgium, Denmark, France, Greece, Iceland, Italy, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia and the United Kingdom, and 1 Observer: Switzerland. The governing body of EPOS ERIC is the General Assembly (GA). EPOS ERIC is an important player within the international research infrastructure landscape. It builds on the achievements of past European projects that have engaged more than 138 diverse research institutions, universities, and organisations from 25 European countries and five international organisations.

Job Mission and Main Responsibilities

EPOS ERIC is looking for a motivated and proficient Communication Coordinator, a member of the EPOS ERIC Executive Coordination Office (ECO). The Communication Coordinator will support the Communication Unit in developing and promoting internal and external dissemination and communication activities under the supervision of the Executive Director.

In particular, s/he will be responsible for:

- implementing the strategic communication plan
- drafting, revising and preparing various documents for publication
- organising events
- preparing information documents, publications, brochures, audiovisual products
- managing and editing communication activities through websites and social media
- participating in the analysis and media impact of communication activities
- liaising and coordinating with stakeholders (Publications Office, subcontractors)
- handling contacts with the press, the media and the public

Required Qualifications and Professional Experience

- Bachelor's degree, preferably in Communications, Digital Communication and Social Media, Public Relations, International relations or a related field (or relevant discipline)
- Minimum three years of work experience in communication, public relations and social media and web management
- Excellent social media management
- Excellent computer skills (MS Word, Excel and PowerPoint essential)
- Excellent written and communications skills
- Excellent command, written, oral, comprehension of English.



Additional Desirable Attributes

- Experience in photography, video production and graphic design to create high-quality media and multimedia content for dissemination, communication, and outreach
- Experiences in relations with media and the international communities of scientific communication
- C-level English proficiency

Application

Under penalty of exclusion, prepare your application as one single PDF document containing, in the following order, the following documents:

- i) a cover letter explaining your interest in this position and how you could contribute;
- ii) a signed copy of your Curriculum Vitae using the European Curriculum Vitae Format;
- iii) the name of one (or more) reference person to be possibly contacted by the evaluation committee;
- iv) a valid identity document.

The documentation must be written in English. Attach the single PDF document in an email message, with the following subject line: "Application Communication Coordinator" addressed to the EPOS ERIC Executive Director at the following e-mail: jobs-calls@epos-eric.eu

By submitting your application, you agree and accept that EPOS ERIC uses your personal data for the purpose of this selection process. EPOS ERIC ensures that all applications will be treated with the strictest confidentiality respecting GDPR rules.

For further information please contact Diana Piras, Chief of the Administration Unit diana.piras@epos-eric.eu

