

# Community Manager

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**Full time**

**EUSEM – Antwerp, Belgium**

**Join Our Team as a Community Manager!**

Are you a natural networker with a passion for building strong communities? Do you thrive on connecting with people and fostering engagement? If so, we have the perfect opportunity for you!

EUSEM (European Society for Emergency Medicine) is looking for a dynamic **Community Manager** to strengthen our network, engage with our members, and support our national societies. Your mission? To keep our community informed, engaged, and inspired by all the exciting activities we have to offer in the field of emergency medicine.

## **The Organisation**

European Society for Emergency Medicine (EUSEM) is a non for profit organisation of national member societies and individual members. We promote research and education and the recognition of Emergency Medicine across Europe. Our remit is medical dispatch, prehospital, emergency departments and disaster medicine. Our members are doctors, nurses, and paramedics from over 80 countries around the world. We organize various education and training courses (online and onsite), an annual congress as well as the European Board Examination. We also conduct clinical research to improve the standard of care in emergency medicine.

## **What You'll Be Doing:**

As our Community Manager, you will play a crucial role in driving engagement with EUSEM members and stakeholders within the emergency medicine and healthcare sectors. Your key responsibilities will include:

- **Supporting our members** – guiding them through their applications and ensuring they feel welcomed and valued.
- **Collaborating with our scientific journal** – keeping our members updated with the latest research and developments.
- **Managing communication efforts** – from copywriting and proofreading to digital campaigns, you'll craft compelling messages across traditional and social media platforms.
- **Leading the EM Day awareness campaign** – promoting this key initiative to enhance visibility and engagement.
- **Coordinating with graphic designers and media consultants** – ensuring our promotional activities are impactful and engaging.

## **Who You Are:**

You are a motivated and creative individual with a strong background in communications. You have a talent for connecting with people and a strategic mindset for growing communities. Ideally, you will have:

- A **bachelor's degree** in communication, preferably with a focus on scientific communication.

- **At least 2 years of experience** in membership management and in communications: campaigning, public outreach, or copywriting—ideally within NGOs or associations.
- A deep understanding of **social media platforms** and their role in engagement and outreach.
- Excellent communication and interpersonal skills, with the ability to tailor messages to different audiences.
- A strong **networking ability** – you love making connections and bringing people together.
- Experience in **data analysis and reporting** to track members and communication effectiveness.
- **Flawless written and spoken English**, equivalent to a native speaker.
- The ability to **multi-task and prioritize** effectively in a fast-paced environment.
- A **self-starter mentality** – you can work autonomously while being a collaborative team player.
- Knowledge of **public and digital campaigning**.
- Sound judgment, initiative, tact, and diplomacy to navigate challenging situations.
- Experience with tools such as **WordPress, Joomla, Hootsuite, and mailing platforms**.
- Strong proficiency in **MS Office** (Excel, PowerPoint, Word) and confidence in working with numerical and written data.
- **EU citizenship** or a valid Belgian work permit.

#### **Bonus Skills:**

- Experience working with a **medical society or association**.
- Familiarity with **key opinion leaders in the medical sector**.

#### **What We Offer:**

- A unique opportunity to make a real impact in the field of emergency medicine.
- A dynamic, international work environment in **Antwerp, Belgium**.
- A supportive team that values innovation and collaboration.
- A permanent contract under Belgian law with an attractive set of benefits: 13th month salary, 42 vacation days including public and legal holidays, working from home compensation, pension scheme, hospitalisation insurance, a contribution to local transport costs;
- A flexible policy allowing up to 3 days a week working from home;
- Opportunity to occasionally travel in Europe;
- Working in an international environment where you can challenge yourself.

Candidates must be available to start as soon as possible.

**Interested?**

Please send the following to [davik@eusem.org](mailto:davik@eusem.org) :

- a cover letter
- your CV

Short-listed applicants will be contacted within three weeks after application.

If you're ready to take on an exciting challenge and help shape the future of emergency medicine, we want to hear from you!

**Apply now and become a key part of our growing EUSEM community!**