

## EIT Health France External Affairs Communication Assistant

Paris, September 2019

EIT Health France, 4 square Jussieu, Tour 34, 2nd floor, 75005 Paris.

### JOB TITLE:

EIT Health France External Affairs: **Communication Assistant**

### KEY WORKING RELATIONSHIPS:

- Reporting to the (CLC) Co-Location Public Affairs, Valorization and Communication Officer
- In support to the CLC partners
- In collaboration with the CLC Operation Manager.

### BACKGROUND:

EIT Health - a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT) - is focused on promoting entrepreneurship, innovation, and education in the domain of healthy living and active ageing.

EIT Health brings together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations, to promote healthy living, support active ageing and improve healthcare by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data.

EIT Health's headquarter is located in Munich and develop its activities across a network of co-location centres in six cities: Paris, London, Barcelona, Rotterdam, Stockholm and Mannheim. In addition, the InnoStars office in Budapest involves partners from Hungary, Italy, Poland, and Portugal. EIT Health includes more than 140 partner organisations.

EIT Health comprises 3 pillars: Innovation (Projects), Business Creation (Accelerator), and Education (Campus). EIT Health Innovation projects build on multidisciplinary collaboration of EIT Health non-academic and academic partners and are driven by societal challenges within the thematic scope of EIT Health. The ultimate objective of the projects is the rapid market penetration of innovative products and services. The EIT Health Accelerator creates an ecosystem where innovation can thrive. It gathers the best and brightest health industry entrepreneurs, and provides them with the support, skills and services that they need to get their ideas off the ground and into the market. EIT Health Campus is EIT Health's brand for excellence in education, which supports students, professionals, executives and citizens in the transformation of health and healthcare by establishing a group of change agents with the necessary knowledge, skills and connections to lead the radical transformation that is needed.

#### PURPOSE OF THE ROLE AND MAIN RESPONSIBILITIES:

EIT Health France, is looking for a dynamic and polyvalent collaborator ready to engage with us in all our activities.

As Communication assistant, you will be part of the team of 18 people and will have a mission to assist all the members of EIT Health France in their day to day activities of communication, for example:

- Design and write communication materials (E-mailing, Newsletter, brochures, flyers, posters, etc ).
- Participate in organizing and coordinating events for EIT Health France partners
- Assist the communication manager in the animation and moderation of our community on social media.
- Actively monitor a daily watch on the innovations and operations of the EIT Health community in Europe.
- Implement effective communication strategies that build brand awareness, and customer satisfaction.
- Prepare detailed media activity reports and weekly media planning.
- Plan and manage the design, content, and production of presentations (annual report for example) or documents (flyer, booklet, brochure, etc).

#### PERSON SPECIFICATION

- Master's degree in communications, journalism, public relations or relevant field.
- Previous experience in a similar role.
- Proven experience creating targeted content is advantageous.
- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Must be able to multitask and work well under pressure.

#### **Know how**

##### Required Skills:

- Know how to develop a communication diagnosis, recommendations, global communication plans.
- Have good practice and editorial experience.
- Operational mastery of communication tools and actions: event communication, press relations, listening and foresight, communication of change and crisis, etc.
- Mastery of Microsoft Office software.

Desired skills:

- Mastery of specific software such as Xpress, Illustrator, Photoshop, InDesign
- Practice a foreign language (in addition of French)
- Able to set up and animate networks of correspondents

**Soft skills**

Required Skills:

- Good understanding and reformulation of needs
- Rigor, curiosity, sense of listening
- Organization
- Oral and written expression
- Taste for exchange and learning
- Ability to work in project team and network

Desired skills:

- Empathy
- Diplomacy
- Sense of initiative
- Sense of animation

JOB CONTRACT SPECIFICATION

- Full time
- Permanent contract under the social and framework French law
- Desired starting date: mid October 2019
- Annual gross salary: EUR 30-32 000, depending on profile
- To apply, please send a CV and a cover letter to [Jerome.fabiano@eithealth.eu](mailto:Jerome.fabiano@eithealth.eu)