

## **CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD**

**Position:** Director of Communications & IT Unit (Ad-Interim)

**Duration:** 1 year commitment

**Application Deadline:** 31 March 2024

**Start Date:** 1 May 2024

**Location:** Remote with potential travel opportunities

**Type of Position:** Voluntary

### **Director of Communications & IT**

EMA is looking to appoint a Director of Communications & IT who will be responsible for EMA's internal and external communication activities, including but not limited to brand design, social media management, IT maintenance, and internal/external dissemination activities. They will equally coordinate and administer all internal and external communications (including but not limited to: EMA's website, e-newsletters, publications, social media) and be responsible for backend management of IT tools and solutions (e.g. GSuite, online meeting software, Asana) to support EMA members in their use.

Given the special circumstances and only one year term remaining for the present MB, we are currently recruiting for a CIT Director as an ad-interim position. This will allow the candidate to experience the role and responsibilities well and give them a chance to get selected again for the two regular terms and contribute to EMA in the best possible manner. But there is also a possibility to continue this position as like the other MB Permanent positions (2023-2025) following the EMA internal regulations.

Learn more about EMA's Units [here](#).

### **Candidate Profile:**

#### **Required**

- Outstanding organisational skills to keep track of EMA's several communication channels as well as some technical IT related aspects;
- Knowledge and experience with design and other visual forms of communication;
- Understanding of social media and latest social media approaches, trends, and analytics;
- Basic understanding of IT infrastructures and the ability to manage IT personnel;

- Excellent communicator and ability to write quality project proposals, develop and oversee communications strategy and action plan;
- Confidence to maintain EMA's website and other Social Media platforms.

### Preferred

- Degree in communications, marketing, public relations, journalism and/or other related field;
- Experience working in media & IT and/or in a public relations and/or communications environment;
- Experience with stakeholder engagement and communications;
- Strong command of graphic design fundamentals, typography, grids, layout, colour and communicate ideas through graphics, photography or illustration is a plus;
- Able to handle confidential matters and material; GDPR knowledge is an advantage;
- Experience working remotely and/or managing remote teams.

### **Responsibilities:**

- Oversee EMA's Communication and IT related tasks, manage large team of volunteers;
- Create and execute an internal and external communications strategy that all EMA members and volunteers can refer to;
- Support all EMA Management Board Units through the effective communication of their goals, projects and achievements (e.g. with the help of a Marketing Calendar);
- Plan, monitor, and report on progress, take appropriate follow-up actions, and analyze EMA's communication strategy and its outcomes;
- Generate periodical reports on analytics related to social media channels and website to the EMA Management Board;
- Maintain EMA's website;
- Support the production of promotional material and online content;
- Provide continuous IT support, e.g. for GSuite, the website and other tools.

*For detailed objectives and functions of the Communications & IT Unit, refer to [EMA's Internal Regulations](#), clause 2.*

### **Potential Benefit**

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminars, etc.

**Application Requirements:**

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 200 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 1 year);
- Video/Audio pitch (maximum 1,5 mins):
  - What do you plan to contribute to EMA and the Management Board?
  - How do you want to lead your Unit?
  - What is your leadership style - what type of leader are you?;
- 2 Recommendation letters containing contact details (email and phone number).

*An [“Ordinary” Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.*

Submit your application [here!](#)