**Brussels, 8 June 2016**

**CED is recruiting a communications officer**

The Council of European Dentists (CED) is recruiting a Communications Officer for its secretariat in Brussels. This position is intended to be a full-time (38 hours per week) temporary position for 4 months, starting on 1 September 2016.

Please apply by sending your CV in Europass format and a 1-page cover letter explaining how you fit the profile to [ced@cedentists.eu](mailto:ced@cedentists.eu) with “Communications Officer” as subject **by 27 June 2016**. Interviews will be conducted on a rolling basis. Please note that only shortlisted candidates will be contacted and that we will not be able to reply to individual phone or e-mail queries about your application. Incomplete applications will not be considered.

For more information on the CED, visit [www.cedentists.eu](http://www.cedentists.eu).

**// RESPONSIBILITIES**

COMMUNICATIONS PLANNING AND EVALUATION

- Planning and evaluation of CED communications activities through production of Annual Communications Work Plan and Annual Communications Evaluation Report;

- Providing support to the Board Task Force Communications and the Communications Officers’ group;

PUBLICATIONS

- Drafting CED newsletters, press releases, articles, presentations and speeches, in cooperation with other CED staff;

- Participating in the production of the CED Annual Report;

- Planning and producing other CED publications;

- Maintaining a database of media and subscriber contacts;

WEBSITE, SOCIAL MEDIA AND VISUAL COMMUNICATIONS

- Managing and producing content for the CED website;

- Maintaining social media outreach;

- Coordinating production of visual communications (infographics, posters etc.);

MEMBER SERVICES

- Providing information and support to CED members;

- Tailoring information to CED members’ requirements;

EVENTS

- Organising CED public events;

- Contributing to organisation of CED internal events and meetings.

**// Profile sought**

Applicants should have a university degree in communications or related field and at least 1 and preferably 3 years of relevant work experience, as well as knowledge of social media tools and techniques and website content management. Knowledge of graphic design and/or publishing IT tools would be an advantage.

Applicants should have excellent knowledge of written and spoken English, and good French and/or German would be a distinct advantage. Familiarity with EU policy in areas of health, eHealth, internal market or data protection would be useful.

The holder of the post will be expected to work in a fast-paced international environment. Applicants should be able to demonstrate an ability to work independently and in a small team; excellent writing and presentation skills; and good political judgment.

**// CONTRACT**

Full-time (38 hours per week) fixed term contract under Belgian law. Applicants should be able to work legally in Belgium.

Salary offered will depend on skills and experience. A competitive benefits package will be offered.