EURASIP part-time communication and administration support

The European Association for Signal Processing (EURASIP) is looking for a part-time colleague (2-4h/week) to coordinate and execute tasks relating to PR & communication and administrative membership support. You will work with a high degree of autonomy in a dynamic international environment on the frontier of scientific research and technology.

Detailed task description

- Membership support
  - Resolving member queries regarding membership;
  - Importing new memberships into database after EURASIP-sponsored events (European Signal Processing Conference (EUSIPCO), seasonal schools);
  - Following up on complementary membership for Editorial Board members of EURASIP-sponsored journals;
  - Supporting members to exploit their membership benefits (article processing charge discounts, workshop discounts, etc.);
  - Promoting and administering financial support to members (e.g., travel grants for students, minority groups, childcare support, ...), except for carrying out financial transactions;
  - Promoting EURASIP sponsorship and proactively recruiting seasonal school proposals;
  - Administering financial support to Technical Area Committee (TAC) chairs (e.g., EUSIPCO travel reimbursement), except for carrying out financial transactions.

- Communication
  - Setting up and managing various social media accounts for EURASIP (LinkedIn, Twitter, Facebook, Instagram, ...);
  - Creating interaction and mutual enrichment between EURASIP website and social media content;
  - Writing and publishing timely and impactful social media posts and email announcements about EURASIP-related events (announcements of workshops/schools/seminars/webinars, EUSIPCO calls, EUSIPCO live coverage, new special issues, calls for papers, new Editorial Board members, new TAC members, awards, ...);
  - Interacting with EURASIP stakeholders (publishers, EUSIPCO organisers, organisers of workshops/schools/seminars/webinars, ...) to acquire content for social media posts and email announcements;
  - Increasing online visibility of EURASIP by interacting on social media with EURASIP members and stakeholders and EUSIPCO participants (i.e., liking, reposting, replying, ...) and by proactively searching for and sharing relevant content;
  - Facilitating annual hand-over of EUSIPCO social media accounts to EUSIPCO Organizing Committee;
  - Managing EURASIP YouTube channel (EUSIPCO keynotes, 3-minute thesis (3MT) videos, webinars, ...), acquiring video content from event organisers, administering copyright, interacting with users;
  - Supporting in creation of monthly EURASIP Newsletter (editing, layout, dissemination);
  - Evaluating effectiveness of communication and social media activities.

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Profile
We are looking for a proactive person and a good communicator, with a keen interest in science and technology. A Master degree is normally expected, unless equivalent work experience can be shown. An excellent English language proficiency is required.

Offer
- Employment: 2-4 h/week (variable hours - possibility for extension), fixed-term contract (renewable), freelance (preferable) or employment contract
- Remuneration: gross 30-35 EUR/h (depending on past experience in similar role)
- Work environment: telework with occasional visits to universities of Board members and occasional travel to European conferences

How to apply
Please submit a CV and motivation letter by email to Prof. Toon van Waterschoot, EURASIP Director for Conferences (toon.vanwaterschoot@esat.kuleuven.be).

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