

At the EASAC Secretariat, hosted by the Austrian Academy of Sciences ([OeAW](#)) until at least December 2026, the position of a

SOCIAL MEDIA AND COMMUNICATIONS OFFICER (F/M/X)

(part-time, 20 hours per week)

is to be filled by January 2024.

The European Academies' Science Advisory Council – or EASAC – is the authoritative voice of independent science advice in the European Union. Representing the national science academies of the EU Member States, Norway, Switzerland and the United Kingdom, EASAC mobilises Europe's best scientific minds to provide science-based advice on environment, climate, energy and biosciences and public health to European policy-makers and members of parliament, and to civil society.

The EASAC Social Media and Communications Officer will support the EASAC Secretariat in reaching a broader (and younger) public for EASAC's policy advice and in making EASAC's work more visible on a national, European, and international level.

Your tasks (some of which are in close liaison with the EASAC Communications Advisor and with the EASAC Executive Director):

- Managing the content (also layout and structure) of the EASAC Website and social media channels;
- Managing the compilation and distribution of EASAC Newsletters;
- Editing of videos and management of EASAC YouTube channel;
- Operational support and strategic development of new EASAC social media channels;
- Graphic design for social media channels;
- Organising digital briefings/events, webinars etc., in support of activities in EASAC's core programmes;
- Close liaison with the EASAC Communications Advisor about upcoming reports or other relevant moments for communication;
- Contributing to the process of finalising communications materials related to EASAC publications
- Community management and ongoing monitoring/reporting;
- Ad management, campaign development, and content marketing;
- Media monitoring and preparation of press reviews;
- Managing the EASAC Press and Communications Group by keeping them up to date on activities, especially ahead of publications or events;
- Supporting the effective distribution of EASAC reports/statements to relevant European press and media;
- Managing and keeping up to date stakeholder lists.

Your profile:

- Degree and/or several years of professional experience in social media marketing, profound affinity for science and research;
- International orientation and interest in contributing to an international organisation;
- Safe handling of Facebook, Instagram, Twitter, Youtube and the relevant tools (Video-Editing skills etc);
- Very good knowledge of communication, and/or PR;
- Adobe Photoshop and InDesign, (basic) knowledge of Adobe Premiere;
- Very good knowledge of TYPO3;
- Considerable language skills and stylistically confident formulation and writing;
- Excellent command of English;
- Willingness to take responsibility, independent working methods, creativity, and team spirit.

What we offer:

- Interesting and diverse field of activity within the European Union and spanning eminent societal and scientific challenges;
- Participation in a dedicated and creative team at EASAC, in close collaboration with the OeAW's Public Relations & Communications department;
- Workplace in the very center of Vienna in a renovated historic building;
- Gross salary of € 1.500,00 per month (20 hours per week). Depending on training and qualifications, there is a willingness to overpay.

We look forward to your online application (application letter including CV, copies of certificates and work samples - attachments as PDF files with links to videos), stating the job ID: EASAC138ADM123, **by November 27th, 2023 at the latest**, to bewerbung@oeaw.ac.at.

In case of further questions relating to the job posting, please contact the incoming Executive Director of EASAC, Georg Bärveniku-Brunner at georg.brunner@oeaw.ac.at.

The Austrian Academy of Sciences (OeAW) and EASAC pursue a non-discriminatory employment policy and value equal opportunities and diversity. In particular, individuals from under-represented groups are strongly encouraged to apply.