

## Communications Specialist/Officer (32-40 hours)

### Who we are

ASTP-Proton is the premier, pan-European association for professionals involved in knowledge transfer between universities and industry. By promoting and professionalizing knowledge transfer practice, the association aims to enhance the impact of public research on society and the economy. The headquarters is run by its General Manager and a small team of professionals.

We are looking for a Communications and Marketing Specialist/Officer to strengthen our team. Are you the one?

### What you will do for us

You will be responsible for communications and marketing of ASTP-Proton as the premier association for knowledge transfer professionals, its projects and activities. More specifically you will:

- plan, implement and coordinate information and communications delivery on behalf of and to the ASTP-Proton membership and contacts through the:
  - development and maintenance of strong communication channels with ASTP-Proton members and prospective members, as well as key media contacts in government, industry, academia, NGOs and press
  - implementation of the ASTP-Proton communication strategy, in conjunction with Vice President Marketing & Communications
  - development of novel channels in social media and improvement of existing ones
  - brand management and development
  - website maintenance and management, in conjunction with communication and marketing suppliers
  - development of marketing materials and communication tools, including video productions
  - writing of newsletters and press releases
- market ASTP-Proton events, such as conferences, masterclasses, training courses
- oversee delivery of ASTP-Proton commitment to EU projects PROGRESS-TT and Invest Horizon
- coordination and editing of Impact Report for Europe

### Who you are

You are a resourceful self-starter with excellent organizational and communication skills. You can work independently with a collaborative spirit and are able to handle multiple things at the same time and meet tight deadlines. You are creative, culturally sensitive and professional in your dealings with colleagues. You plan before you execute, enjoy working in a small team and are willing to travel to attend ASTP-Proton events and meetings for European projects.

# ASTP PROTON

KNOWLEDGE TRANSFER EUROPE

## What we require from you

- Higher vocational (HBO) or university level education in Communications, Journalism, Communications and Marketing or similar
- Excellent English language skills
- At least 5 years of experience in the field of communications and marketing
- Highly-skilled in modern technologies and social media (e.g. Facebook, LinkedIn, Twitter, Vimeo, YouTube)
- Good working knowledge of InDesign, Photoshop, iMovie or PremierePro, Wordpress, GetResponse, Hootsuite
- Literacy in Office 365 and Sharepoint
- Familiarity with European projects
- In possession of a valid residence and work permit in the Netherlands

## What we offer you in return

We offer you a challenging job in a small organization at the heart of Leiden, The Netherlands with a salary based on knowledge and experience, 8% holiday allowance, 25 vacation days, a collective pension plan and good travel reimbursement arrangements. Moreover, we maintain flexible working hours.

## How to apply

If you are interested in this position, please send your motivation letter and CV before 23 December 2016 to Laura MacDonald, General Manager at [laura.macdonald@astp-proton.eu](mailto:laura.macdonald@astp-proton.eu). Please note that an assessment may form part of the interview procedure. For questions related to this position, please contact Anne Disseldorp at [anne.disseldorp@astp-proton.eu](mailto:anne.disseldorp@astp-proton.eu) or by phone +31(0)717113511.