

Web & Social Media Executive

Job Description

The Web and Social Media Executive will oversee external communications for FEMS. Main responsibilities include:

- All aspects of the FEMS website (editing, updating, liaising with external bodies, creating original content) and ensuring maintenance contracts are in place.
- Attendance at a FEMS conference (EUROMAT/Junior EUROMAT) to produce content (i.e. videos, awardees' presentations, interviews). Attendance at General Assembly and endorsed events can be considered dependant on budget constraints.
- Delivery of the FEMS brand in line with the 5-year Strategic Plan.
- Communication-related activities as directed by the MC as required.
- Developing links with key media sources to secure and grow media coverage both online and offline.
- Producing press releases for local and national media.
- Monitoring press stories for use on the FEMS website.
- Supporting and working with the FEMS Executive Secretary for the generation of the Newsletter, flyers, banners and promotional material.

The Web and Social Media Executive will report to the Executive Secretary. This way, the Executive Secretary has overall responsibility for communications, but discharges the operational requirements to the Web and Social Media Executive.

Remuneration for this post is €6,000.00 (excl. VAT) with an allowance of €1,000.00 for travel and subsidence. The contract will initially be for a period of 12 months with a 3-month renewal notice period.