

European Association of Zoos and Aquaria

Vacancy: Communications Officer



EAZA, the European Association of Zoos and Aquaria, represents and links 400 zoos, aquariums, national zoo federations and other organisations in 44 countries, including Members in 26 of the 28 EU Member States. In addition to furthering the professional standards of our Members with regard to the care and accommodation of the animals kept in their collections, EAZA also facilitates cooperation in our key mission areas of conservation, education and research. EAZA is the world's largest professional zoo and aquarium body, and more than 140 million visits are made to EAZA Members each year.

The main EAZA Executive Office is based at Artis Zoo, Amsterdam, with a permanent staff of thirteen people plus three others located off-site. The office is responsible for the day to day running of the Association, with activities divided mainly across two departments: Communications and Membership, and Collection Coordination and Conservation.

Implementing the EAZA Strategic Action Plan 2017-2020 will mean the number of staff will grow in the next few years. This Strategy has identified the need to further increase our communications output, to bring accurate and up to date information to stakeholder groups inside and outside the Association.

Job Description

The successful candidate will work directly for the EAZA Communications and Membership Manager, who in turn is line managed by the EAZA Executive Director. The post is based in Amsterdam and is initially for a fixed one year contract period with the option to extend. The role calls for an individual trained in zoology, biology, or science communication, and the successful candidate will receive guidance and support from the Communications and Membership Manager.

Duties and Responsibilities

Communications

- Liaise with EAZA animal programme staff, Taxon Advisory Group Chairs, and population management programme Coordinators to source viable stories about scientific work and values to share across our audiences and channels.
- Lead projects to produce the Association's Annual Report and Taxon Advisory Group Reports, seeking information from relevant sources, leading an editing team and process, and organising layout and production.
- Copywriting for internal and external channels including EAZA eNews monthly bulletin, Programmes eNews, social media and others.
- Providing content ideas for social media.

- Research into areas of potential controversy for the zoo community
- Support the Communications and Membership Manager with selected tasks
- Assist where needed in media handling and media relations

General

- Where relevant, assist with preparation related to conferences and other general tasks in the office;
- Provide communications cover for when the Communications and Membership Manager is absent;
- Provide communications advice for EAZA structures and staff;

Required Qualifications and Experience

Education

The EAZA Communications Officer will be educated to a minimum of degree level or equivalent. A degree in Zoology, Biology, or Science Communications is preferred.

Experience

- Candidates should have a minimum of two years relevant work experience; Candidates with experience of working in two or more of the following areas will be preferred (especially in a zoo/aquarium context): research, husbandry, conservation, education, communications.
- Candidates must have a good understanding of the scientific basis behind progressive zoos and the work they undertake in conservation, research and education;
- Candidates must have a good understanding of the issues facing the zoo community, and preferably, the politics of working within an Association or charitable organisation;
- Candidates must have a proven track record in project management and working in a multidisciplinary team environment;
- Experience with standard office word processing and spreadsheet packages is essential; graphic design experience would be an advantage.

Skills

- Fluent English language skills (the working language of the Association is English), with additional European languages an advantage;
- The ability to work effectively to deadlines and under pressure is paramount;
- Good prioritisation, project management and time management skills essential;
- The ability to initiate new ideas and take the initiative in response to challenges and opportunities;
- Good networking skills and the ability to form warm long-term business relationships with internal and external stakeholders;
- An eye for a good story that will be picked up in the media or on social media; experience in running a social media channel is preferred;

- Candidates must be able to produce written materials on time and must be able to communicate effectively with diverse communities;
- Cultural sensitivity and the ability to balance different cultural perspectives a distinct advantage.

Employment Conditions

The position of EAZA Communications Officer is a part-time post working 22.8 hours per week (ideally over three days) to be based in the EAZA Executive Office in Amsterdam. The successful candidate will be expected to work weekends and outside normal working hours where required, for example at conferences. A willingness to travel is also essential, although travel will be limited. There is a holiday allowance of 25 days a year pro rata and a company pension is available. The contract is initially subject to a one year fixed period, with a probation period of one month.

Applications

Applications should include a brief covering letter and a full CV with at least one business reference. All applications are to be sent via email to Joni Hut at info@eaza.net with the subject line "EAZA Communications Officer – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: 31 October 2017

Interviews will take place in Amsterdam during early November 2017.

We thank all applicants for their interest; however, only candidates short-listed for interview will be contacted.