

WE ARE HIRING

COMMUNICATIONS & MEMBERSHIP COORDINATOR



The ECFS

The European Cystic Fibrosis Society (ECFS) is an international community of scientific and clinical professionals committed to improving survival and quality of life for people with cystic fibrosis (CF) by promoting high quality research, education and care. The society is made up of 1400 members from over 60 countries and includes clinicians, scientists, allied health, patient organisation representatives and industry professionals.

Through international partnerships, the ECFS:

- Continues to build a network of European and international CF specialists.
- Holds annual conferences where specialists can meet and discuss all issues related to CF. These conferences encourage the submission of research in the field.

Communications & Membership Coordinator Job Description

Location: Remote

Reporting to: Executive Director

Role Overview: We are seeking a proactive and detail-oriented team member to support the Society's communications, community engagement, and event coordination activities. This is a dynamic and varied role at the heart of our organisational outreach - ideal for someone who thrives on combining clarity, creativity, and care in their work.

Key Responsibilities:

Membership Engagement

- Manage new member onboarding and renewals
- Maintain and update the membership database
- Serve as the first point of contact for member queries

Communications

- Draft and distribute regular email communications and member updates
- Coordinate production and distribution of the Society's newsletters
- Monitor the ECFS inbox and respond or escalate messages appropriately

Website & Social Media (Non-Technical)

- Regularly update website content (no coding required)
- Draft and schedule posts across ECFS social media channels (LinkedIn, Facebook, Instagram etc.)
- Help maintain brand tone, messaging consistency, and accessibility standards

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Conference Support & Engagement

- Coordinate activities related to non-scientific conference events (e.g. award ceremonies and special sessions)
- Liaise with student helpers, travel grant winners and volunteers
- Assist with logistics and member-facing communications before, during and after the ECFS Conference

Administrative Responsibilities

- Manage and update file repositories and databases in conjunction with secretarial support
- Help with financial reports and budgets
- Handle administrative tasks such as scheduling meetings

Required Skills & Experience

Essential

- Educated to degree level or equivalent training
- Proficient in computer skills: Word, Excel, PowerPoint. Experience in web communication is a plus
- Excellent oral and written communication; an easy communicator interested in international networking and fluent in English
- Strong organisational and administrative skills; ability to manage competing tasks and timelines with a calm, detail-focused approach
- Comfortable working independently in a remote, international team
- Positive problem-solving attitude and team worker
- Ability to screen, prioritize and effectively manage information flows
- Accurate, with an eye for detail

Desirable

- Experience in an international environment
- Experience in professional event organisation
- Experience with email tools, social media scheduling platforms, and CMS
- Experience working with a membership-based or medical society
- Proficiency in an additional European language

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What we offer

A one-year full-time contract, with the potential to renew

- A challenging job in a stimulating environment
- Opportunity to work from home
- A job that makes a difference
- A job with an international flavour

Important Notes

1. Travel: You will be expected to travel with the organisation to our three main events:

- ECFS Winter Meeting – Last week of January
- Basic Science Conference – March
- Annual CF Conference – Early June

You may also be required to attend several other meetings during the year (e.g. ECFS Board Meetings, Steering Committee Meetings)

2. Annual Leave: The workload is highest between January and mid-June, and only short holidays are allowed during this period.

3. The majority of the working week meetings will take place in European time zones.

How to Apply

Please send curriculum vitae and cover letter to: Christine.Dubois@ecfs.eu

We are happy to receive queries prior to application submissions, please contact info@ecfs.eu.

Application deadline: 05 September 2025