

EU Project Communication and Dissemination Manager(80-100%)

accelopment supports researchers and technology-oriented companies in their participation in publicly funded, non-for-profit research and development (R&D) and innovation projects (www.accelopment.com). Our small multi-disciplinary team is specialised in EU funding programmes, especially Horizon 2020 and Eurostars. Our services stretch from funding advice, proposal writing, contract negotiations with the European Commission to project management and communications, as well as the dissemination and exploitation of project results. Additionally, we actively participate as a partner providing management and dissemination support in many H2020 funded projects.

To support our team in Zurich we are looking for a **H2020 Project Communication and Dissemination Manager (80-100%)** starting immediately, 1st July 2019 or by agreement for the following tasks:

- Communication of Horizon 2020 and other EU funded R&D projects in different scientific and technological research areas
- Planning and implementation of communication, dissemination and exploitation measures
- Creation of print and digital communication material
- Set up and content management of project websites
- Development of press releases, short articles and other texts (primarily in English)
- Organisation of European project meetings and consortium events
- Support in project management including administrative tasks, compiling reports and deliverables, and curating content in IT tools
- Involvement in preparing and writing grant applications
- Cooperation with academic and industrial project partners from across Europe

Requirements:

- University degree in communications or other relevant area with several years of work experience
- Previous experience in communication, dissemination and exploitation in Horizon 2020 and/or previous EU framework programmes
- Ability to communicate complex scientific and/or technological issues to different target groups
- English mother tongue or at proficiency level. Proficient German is an advantage.)
- Excellent IT user skills (MS Office, InDesign, website CMS such as WordPress and other web-based tools, including social media platforms are a must)
- Interested in technology-oriented topics and flair for graphics and design is an advantage
- High quality awareness and pleasure in independent, flexible work
- Readiness to occasionally travel in Europe

For questions please contact Ms Julia Götz (Ph +41 44 455 66 05).

Please only apply if you have EU project experience and proficient English by sending your CV, certificates and motivation letter via email to jgoetz@accelopment.com.