

## **Vacancy – Office Manager/Social Media Officer at Health Connections International**

*Health Connections International (HCI) is a solution-oriented non-profit organisation created with the specific aim of strengthening healthcare systems and improving the responses to the HIV, tuberculosis (TB), and drug use epidemics. This is accomplished through an innovative web-based information- and knowledge-sharing platform with a long-term strategy to build local capacity by ensuring that important developments in the fields of HIV, TB and drug demand and harm reduction are not missed due to language and/or geopolitical boundaries. HCI's International Secretariat in Amsterdam is currently looking for an **Office Manager/Social Media Officer** to begin work on **September 1<sup>st</sup>** for a period an initial period of three months. For more information, please visit <http://www.healthconnections.info/home-english>.*

### **1. PRIMARY RESPONSIBILITIES**

#### ***Office Maintenance***

- Maintain supply of office materials
- Maintain office calendar and Director's calendar
- Answer office phone and ensure staff wide telephone list is up to date
- Travel Arrangements: Booking flights, assisting with Visa procurement for staff and creating travel itineraries
- Handle all office-wide matters
- Serve as a general recordkeeper for the organization

#### ***Meetings***

- Working closely with members of the Senior Management Team and Management team
- Recording and distributing meeting minutes
- Maintaining action-list for SMT and MT minutes and sending bi-weekly reminders

#### ***Social Media Officer***

- Maintain all HCI social media outlets (Facebook, Twitter, HCI PR website, HCI blog)
- Finding relevant news items to post
- Writing HCI-orientated news items
- Organizing and up loading photos to social media outlets
- Coordinating the translation of news items into Dutch and Russian

#### ***Research & writing***

- Conduct research as assigned
- Write documents/articles as assigned
- Proof and edit documents
- Download articles and store in the appropriate place

#### ***Volunteer Program Manager***

- Recruitment of volunteers, maintenance of volunteer projects

***HCI's representative on Office Committee***

- Attend 1 hour weekly meetings with other in-office organization members
- Carry out responsibilities (office-wide events, contracts, contacts, maintenance)

***Contact Database***

- Keep contact database updated
- Maintain and update Salesforce
- Keep file of Director's business cards

***Meeting/Event coordination***

- Organize events and meetings

**2. DESIRED PROFILE**

- Native English Speaker or posses a high level of fluency, knowledge of Dutch and/or Russian is an asset
- Legal to work in Amsterdam
- Masters Degree (e.g. in Political Science, Medical Anthropology, Communications, Social Science)
- Excellent verbal and written communications skills
- Excellent administrative and Organizational skills
- Very proficient in using all Microsoft Office programs and social media outlets, familiarity with Salesforce and CMS editor is an asset
- Ability to work well in a team
- Ability to take initiative and work independently
- Enjoys working in a multi-cultural environment
- Experience working in a NGO environment an asset
- Experience in writing journalistic articles an asset

***Further information: This job is part-time (2 days a week/16 hours approx). If you are interested in this position please send your CV and a coverletter to the attention of Jorien de Kort [Jorien@healthconnections.info](mailto:Jorien@healthconnections.info)***

**(Applications close: August 20<sup>th</sup>)**