

International League Against Epilepsy: Website and Social Media Manager (Maternity Cover) (<https://www.activelink.ie/node/108871>)



Website and Social Media Manager

Maternity Cover

The International League Against Epilepsy (ILAE) (<https://www.ilae.org/>) is the world's preeminent association of healthcare professionals and scientists working toward a world where no person's life is limited by epilepsy. Founded in 1909, the organization now consists of 123 Chapters and over 25,000 international members.

Our goals are:

- To advance and disseminate knowledge about epilepsy
- To promote research, education and training
- To improve services and care for patients, especially by prevention, diagnosis and treatment

We are seeking a Website and Social Media Manager (maternity cover) to manage digital communications, including the website, social media and email marketing.

Duration: From August 2024 for 6-12 months

Job requirements and qualifications:

- 3-5 years of experience in website management, social media and email marketing
- Bachelor's degree in English, communications or related field
- Fluency in English with excellent written and verbal communication skills
- Familiarity with diverse content management systems, including WordPress
- Basic understanding of HTML
- Advanced knowledge of Facebook, Instagram, X, LinkedIn, and YouTube
- Proficient in MS Office and Adobe Creative Cloud products
- Spanish and/or French language skills desirable
- Knowledge of membership databases would be bonus
- Comfortable learning and working with new software and technology
- Strong organizational skills and attention to detail
- Excels in a multicultural and remote working environment

Responsibilities

Regular duties:

- Create and manage content on the ILAE websites using FarCry and WordPress
- Curate, write, review and/or edit content for website publication, as well as other ad hoc projects including annual reports and congress materials
- Work with the digital design officer to create on-brand social media materials, website graphics and promotional products
- Develop and manage social media campaigns and engagement across all platforms
- Compile content and send regular email marketing campaigns through Mailchimp
- Update membership information and manage registration process using the YourMembership database
- Identify key trends and analyze metrics on Google Analytics and all digital platforms
- Respond to general inquiries via social media and email inboxes

- Lead communications team in weekly meetings and budget tracking, while contributing to strategic and creative discussions
- Support webinar team with hosting live webinars and editing recordings for YouTube
- Support congress team with advance advertisement and live conference converge

Other duties as required:

- Additional projects as assigned by the Executive Director to support activities, announcements, advocacy initiatives and/or events across the organization
- International travel up to three times per year for up to 8 days at a time

To Apply:

Please email applications to: gobrien@ilae.org (<mailto:gobrien@ilae.org>)

Closing date: 28 June 2024

Work: Remote working

Applicants must reside in Ireland, UK or USA only

Region

Remote

Date Entered/Updated

12th Jun, 2024

Expiry Date

28th Jun, 2024

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