Job description for an EPS Communications Intern

The EPS has created a position for a Communications Intern, who will work closely with the EPS Communications Coordinator in order to enhance the influence and impact of the EPS and its activities.

The European Physical Society (EPS) is an international not for profit organisation whose goal is to promote the interests of physics and physicists in Europe. As a leading learned society in physics, the EPS communicates to various target audiences. These include EPS Members, policy makers, partner societies in Europe and around the world, and the general public.

Mission
The Communications Intern, under the supervision of the Communications Coordinator, will coordinate and develop communications materials and activities for the EPS. Reporting and working directly with the Secretary General, she/he will also work closely with other members of EPS Staff, the Executive Committee and Divisions and Groups.

Tasks
The tasks and duties will evolve, in accordance with the priorities of the EPS. Initially, they will include:

- Publication of a monthly electronic news bulletin
- Coordination of EPS involvement in European projects
- Providing assistance in drafting position papers, statements, press releases…
- Developing promotional material about the EPS
- Updating and maintaining the EPS website and mailing lists

Qualifications and Experience
The ideal candidate will have a university degree in physics, coupled eventually with experience or training in science communication, political science, or journalism.

Necessary attributes include:
- Excellent oral and written communication skills
- Excellent organisational and analytical capacity
- An understanding of European Union practice and procedures
- Good knowledge of computers, word processing and spreadsheet programmes, as well as of web communication tools
- Outgoing and dynamic personality fluent English (written and spoken).
- Other European languages are an additional advantage.

The position is suited to a young physicist looking for a different opportunity to work for physics in a field other than research and development. This would include an individual wishing to be involved in policy analysis and implementation prior to beginning a career in research. The position may also interest an experienced physicist looking for a new challenge.

Stipend
The EPS will provide a stipend to cover living expenses in Mulhouse.

Location
The Communications Intern will be based at the EPS Secretariat in Mulhouse (France) and requires some travelling throughout Europe.