



Open Position

Community Coordinator for Scientific Non-Profit Organization (Part-Time)

WHO WE ARE

The European Society for Molecular Imaging (ESMI) is a prestigious scientific association representing the international community of imaging scientists. The ESMI's mission is the creation of a collaborative platform for knowledge exchange, innovation, and education in the multidisciplinary research area of imaging science.

The society is led by international key players who are dedicated to scientific excellence, collaboration, and education offering early-career researchers a supportive and dynamic environment. For more than 1400 members from 38 countries the ESMI is the home for their research!

THESE ARE THE CONDITIONS

- Permanent position (20h/week)
- Optional hybrid work model with at least one day per week in the Cologne office
- 30 days of annual leave
- Intensive onboarding to ensure a quick adaptation to your role

YOUR MAIN RESPONSIBILITIES INCLUDE

- Managing and developing the society's Study Groups (SG) and young ESMI Groups
- Coordinate regular meetings with leadership teams
- Support / co-organization of SG and young ESMI events
- Conducting webinars (preparation, execution, follow-up)
- Conceptual work for the structural integration and development of the groups within the society
- General support with management tasks including event/congress organization, board work, and public relations

WHAT YOU BRING

- University degree (e.g. natural or communication sciences, (event) management)
- Proficient in Microsoft Office programmes
- Affinity to digital work
- Fluent in English
- Passion for scientific research, organization, and development
- Ability to build and maintain relationships both online and offline
- Excellent communication skills
- Experience in concept development and implementation
- Strong organizational skills
- General willingness to travel

ADDITIONALLY, WE LOOK FOR

A dedicated team player with adaptability and a positive attitude towards challenges. We need someone who is resilient and resourceful. Independence, reliability, and integrity are crucial.

WHAT WE OFFER

- Meaningful work: active involvement in a dynamic and friendly non-profit organization with high scientific relevance
- Integration into a qualified, dedicated, supportive, and cohesive team
- Pleasant office atmosphere in Cologne
- Adequate and fair compensation
- Comprehensive opportunities for participation and co-creation

HOW TO APPLY

To apply, please send your resume and a cover letter via email to office@e-smi.eu. The recruitment process remains open until the position is filled. Preferred start date is as soon as possible, but no later than September 2024.

For questions, please contact Doris Kracht via office@e-smi.eu or ++49 (0)221 78966180 and check www.e-smi.eu for further information on the ESMI.