

ESOT- European Society for Organ Transplantation

ESOT is looking for a new dynamic team member, a new society coordinator to strengthen our current project and Sections and Committees management.

In this exciting role, our successful candidate will relish working concurrently on multiple projects and be the main point of contact for a variety of Sections and Committees composed of volunteer surgeons, physicians, and allied health care professionals working in the field of transplantation with different specialties and interests.

About ESOT

The European Society for Organ Transplantation (ESOT) is dedicated to the pursuit of excellence in organ transplantation. ESOT primary aim is to improve patient outcomes in transplantation. With a community of over 8,000 members from around the world, ESOT is an influential international organisation and the facilitator of the biennial congress which hosts approximately 3,500 experts who come to meet to explore and discuss the latest scientific research. ESOT attracts the foremost transplantation experts to work in its Sections and Committees, and has an impressive track record in supporting research, supporting extensive education, and promoting changes in European policy.

Your profile

You are passionate about health and medical science and love working for a nonprofit organization. You feel at ease in a demanding environment with busy people, you have outstanding organizational and administrative skills, superior diplomatic skills, and you can translate complex conversations in comprehensive minutes and actions. You have a low-ego personality, and you get satisfaction in servicing and supporting volunteers and colleagues, whilst being able to become a respected partner.

Title:	Society coordinator
Reporting to:	Project Director
Location:	Remote, preferably in Europe
Type of contract	Freelance, availability from 60% to 100%
Start date:	May 2021, or as soon as possible
Fee:	To be discussed depending on experience
Purpose of the job	The purpose of the job is to coordinate a network of transplant professionals that form the backbone of the society’s volunteer engagement. You will ensure that good governance practices of the Sections and Committees are applied, that their activities are in line with the ESOT strategy, organize elections and succession planning of the volunteers and support the groups in their daily operations.

Main responsibilities	<ul style="list-style-type: none"> • Develop and maintain terms of reference and mission statements. • Ensure progress and organize reporting of the various activities. • Meeting and conference call organization, sending invitations, polls, and reminders. Prepare agendas and slides. • Minute-taking, follow up on action points (own and of others) • Ensure liaison with other existing decision-making bodies of the society as appropriate, and with other team members. • Coordinate a variety of special projects such as events, webinars, award competitions. • Support the Project Director in her role. • Ad hoc support with surveys or other required activities • Update the ESOT website on a regular basis. • Prepare reports • Update databases.
Academic qualifications	University or higher degree in administration, social science or related field.
Skills and experience	<ul style="list-style-type: none"> • Ability to work against tight deadlines • Excellent written and verbal communications skills • Strong organizational skills, ability to multi-task and attention to detail • Stress tolerance and resilience, ability to work under pressure with multiple and shifting priorities • High-energy self-starter who can operate with minimal supervision but also knows when to ask for counsel • Proven ability to directly administer projects from start to end • Tech savvy, at ease with the use of technology, IT and database systems and eager to develop new skills • Entrepreneurial mindset • Superior diplomatic skills • Demonstrated ability to motivate volunteer network to deliver relevant, effective projects • Previous experience in a medical association is a definite asset
Languages	<ul style="list-style-type: none"> • Full professional proficiency in English is a requirement (oral and written) • Knowledge of other languages is an asset.
How to apply	<p>Interested and qualified candidates should send their CV and a 1-page cover letter, in English and by email only, to Ariane Brusselmans, Project Director, by 30 April 2021 ariane.brusselmans@esot.org</p> <p>Applications will be reviewed on a rolling basis. Please note that only shortlisted candidates will be contacted.</p>