



OeAW - Discovering the future

About EASAC

The European Academies Science Advisory Council (EASAC) is formed by the national science academies of the EU Member States, Norway, Switzerland and the UK. EASAC's 29 member academies collaborate with each other in giving advice to European policymakers. Through EASAC, the academies provide collective, independent, evidence-based advice about scientific aspects of policy issues to those who make or influence policy and legislation within the EU institutions and in EU Member States. EASAC aims to deliver advice that is comprehensible, relevant, and timely. Drawing on its memberships and networks of academies, EASAC accesses Europe's scientific expertise across three core thematic programmes: Biosciences and Public Health, Energy, and Environment.

EASAC is hosted by the Austrian Academy of Sciences, with the EASAC Secretariat based in Vienna, Austria. For more information, visit www.easac.eu.



Communications and Social Media Manager (f/m/x)

The EASAC Secretariat, hosted by the Austrian Academy of Sciences until at least December 2026, is offering a position as

Communications and Social Media Manager (f/m/x)

initially until the end of 2026

(Part-time employee)

(Office & remote)

Your Tasks

The EASAC Communications and Social Media Manager will support the EASAC Secretariat in reaching a broader public for EASAC's policy advice and in making EASAC's work more visible on a national, European, and international level.

Your tasks (some of which are in close liaison with the EASAC Communications Advisor and with the EASAC Executive Director):

- Managing the content (also layout and structure) of the EASAC Website and social media channels;
- Managing the compilation and distribution of EASAC Newsletters;
- Editing of videos and management of EASAC YouTube channel;
- Operational support and strategic development of (new) EASAC social media channels, including monitoring impact and analyzing engagement metrics;
Graphic design for social media channels;
- Organising digital briefings/events, webinars etc., in support of activities in EASAC's core programmes;
- Close liaison with the EASAC Communications Advisor about upcoming reports or other relevant moments for communication;
- Contributing to the process of finalising communications material related to EASAC publications
- Media monitoring;
- Managing the EASAC Press and Communications Group by keeping them up to date on activities, especially ahead of publications or events;
- Supporting the effective distribution of EASAC reports/statements to relevant European press and media;

- Managing and keeping up to date stakeholder lists.

Your Profile

- Degree and/or several years of professional experience in social media marketing and website content management, profound affinity for science and research;
- International orientation and interest in contributing to an international organisation;
- Safe handling of Facebook, Bluesky, YouTube and the relevant tools (Video-Editing skills etc.);
- Very good knowledge of communication, and/or PR;
- Adobe Photoshop and InDesign, (basic) knowledge of Adobe Premiere;
- Ideally very good knowledge of TYPO3;
- Considerable language skills and stylistically confident formulation and writing;
- Excellent command of English;
- Willingness to take responsibility, independent working methods, creativity, and team spirit.

Our Offer

What we offer:

- Interesting and diverse field of activity within the European Union and spanning eminent societal and scientific challenges;
- Participation in a dedicated and creative team at EASAC;
- Workplace in the very center of Vienna in a renovated historic building;
- Gross salary of EUR 1700 per month (20 hours per week). Depending on training and qualifications, there is a willingness to overpay.

We look forward to your online application (application letter including CV, copies of certificates and work samples - attachments as PDF files with links to videos) by 30 November 2025.

In case of further questions relating to the job posting, please contact the Executive Director of EASAC, Georg Bärveniku-Brunner at georg.brunner@easac.eu or +43-1515811217

About the EASAC Secretariat in Vienna

The EASAC Secretariat is responsible for coordinating and supporting the network's key activities. This includes managing the working processes of EASAC's stakeholder groups (such as working groups); overseeing the publication, launch, and dissemination of EASAC reports; facilitating communication with EU policymakers and other institutions; interacting with EASAC's member academies and networks; coordinating meetings; and organizing communication activities like press releases, newsletters, social media, and website updates.

APPLY NOW

The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. Individuals from underrepresented groups are particularly encouraged to apply.

Contact

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