

**The European Patients' Forum (EPF) is recruiting a  
COMMUNICATIONS ASSISTANT**

**Salary range: €2,500–€2,800 gross/month (depending on experience)**

**Full-time (100%) position**

**CDI**

**To start as soon as possible**

**Application deadline: Sunday 22nd February 2026**

**Interviews will take place on a rolling basis**

**Location: EPF Secretariat, 14 rue des Deux Eglises, B-1000 Brussels, Belgium**

## **BACKGROUND**

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents over 82 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see [www.eu-patient.eu](http://www.eu-patient.eu)

## **PURPOSE OF THE ROLE**

The Communications Assistant is responsible for helping develop and deliver excellent communications on EPF's and our projects' work in close cooperation and under the direct supervision of the Senior Communications Manager

## **KEY RESPONSIBILITIES**

### **Content creation & design**

- Produce high-quality visuals, infographics, and short-form videos for social media, newsletters, and project campaigns
- Support layout and visual identity of reports, brochures, and other materials
- Develop design templates and maintain brand consistency across channels

### **Digital communications**

- Support the daily management of EPF's social media channels (LinkedIn, X, Facebook, Instagram), including scheduling, visuals, and engagement

- Contribute to EPF's newsletters (internal and external) and project newsletters
- Assist with website updates and ensure content remains current

#### **Project communications**

- Support the implementation of communications strategies for EU projects, in collaboration with project partners and service providers
- Assist in drafting lay summaries, visual materials, and event promotion assets

#### **Media & campaigns**

- Support campaign design and roll-out, including creative input for visuals and video content
- Assist with press releases and media monitoring when required

#### **Team & organisational support**

- Help prepare communication materials for events and meetings
- Maintain mailing lists, databases, and reporting dashboards
- Undertake other communications-related tasks to support the needs of the team and organisation

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

#### *Essential*

- At least 1–2 years' experience in communications, graphic design, or digital media
- Strong skills in Adobe Creative Suite (Illustrator, Photoshop, InDesign, Premiere Pro or After Effects) and/or Canva
- Experience in creating short-form videos, animations, or reels for social media
- Excellent writing and proofreading skills in English; other EU languages are a plus
- Knowledge of social media management tools and basic web content management (WordPress or similar)
- Ability to work both independently and collaboratively in a small team
- Creative, detail-oriented, and able to manage multiple priorities

#### *Highly desirable*

- Familiarity with EU institutions and interest in healthcare and patient-related issues
- Experience working in an NGO or project-based environment
- Skills in podcast editing, photography, or data visualisation

## **PERSONAL QUALITIES AND ATTRIBUTES**

- Strong commitment to EPF's mission and values
- Passion for communication and design, eager to explore new tools and trends
- Solution-oriented with a positive, proactive attitude
- Strong interpersonal skills, team minded and with a collaborative spirit
- Flexible and adaptable in a dynamic environment

## KEY INTERFACES

Team size: 18

Directly reports to Senior Communications Manager

### *Internal*

- Executive Director
- All team members
- External
- Project partners
- EPF Member organisations
- Service providers

## WE OFFER

- An open-ended contract for a full-time position
- A friendly, dynamic, and multi-cultural team and international working environment
- A family-friendly environment
- Opportunities for growth working for a highly respected organisation in EU health policy and advocacy
- A competitive monthly salary depending on experience and knowledge, coupled with various benefits:
  - lunch vouchers;
  - transportation offered in line with our internal policy;
  - complementary health care insurance (DKV hospitalisation and ambulatory care);
  - pension insurance; travel insurance;
  - flexible working conditions;
  - teleworking allowance in line with our internal policy (NB working from the office will be the norm in the induction phase);
  - Year-end bonus depending on the overall performance of the organisation.

## HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, CV in English and 2 references, to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) (Subject line: **“Application for the position of Communications Assistant – (Your full name)”**).

**The deadline for applications is 23h59, Sunday 22<sup>nd</sup> February 2026.**

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.