Health and Environment Alliance (HEAL)

Call for Tender - Communications Assistant, Poland, Warsaw

The Health & Environment Alliance (HEAL) currently carries out educational and advocacy work to raise awareness of the health impacts of air pollution and climate change in Poland, and health interventions. Poland is the country with one of the poorest air quality in Europe, and there is low awareness about the health impacts of climate change. In our activities, we work closely with health and medical groups, strengthening their level of interest and engagement in fighting environmental factors undermining our health.

We’re looking for an enthusiastic and outgoing professional to support our activities in the Polish office.

HEAL is a leading European not-for-profit organisation addressing how the environment affects health in the European Union. Our alliance brings together over 80 member organisations, representing health professionals, not-for-profit health insurers, doctors, nurses, cancer and asthma groups, citizens, women’s groups, youth groups, environmental NGOs, scientists and public health institutes. Members include international and Europe-wide organisations, as well as national and local groups.

Interested applicants should fulfil the following criteria:

• University degree in communications, public health, political science, or environment/energy
• A year of professional experience in working for an NGO, preferably in communication;
• Native level Polish, good written and spoken English.

Only candidates that work exclusively within the non-profit sector will be considered to avoid potential conflict of interests with clients representing commercial interests.

We’re looking for someone with:

• Good communication, writing and presentation skills;
• Knowledge of social media tools and design
• Good organisational and logistical skills
• Understanding of the health arguments and evidence and ability to quickly synthesize this information for various stakeholders in Poland and beyond;
• Good interpersonal skills, self-starter, flexibility and reliability.

Responsibilities will include:

• Organising a conference and press conference on climate change and health in autumn 2020
• Leading social media profiles (Facebook, Twitter) – regular updates with relevant content
• Contribute to producing campaigns social media and media materials;
• Providing relevant help with organizing meetings, workshops and webinars
The contract will be awarded for work carried out between March and December 2020, for a part-time position, with continuous worktime throughout the months. The candidate will ideally be based in Warsaw or Lodz, but other locations in Poland are also considered. Depending on further funding, the contract may be renewed for 2021.

To apply, please send a motivation letter and CV, preferably in English, with the subject heading “Application Communications Assistant Poland” to Weronika Michalak, email: weronika@env-health.org, no later than 21 February. The motivation letter should detail why you are interested in the call, why you want to work for a public interest environmental health organisation and how your skills and experience are relevant to the job.

Please note only short listed candidates will be contacted, and that applications will be considered as they come in.

*For any questions please contact Weronika Michalak, +48 782 466 881*