



CALL for INTEREST:

Communications Assistant, Poland

HEAL is looking for an enthusiastic and outgoing professional to support activities of HEAL Poland.

HEAL is a leading European not-for-profit organisation addressing how the environment affects health in the European Union and beyond. Our alliance brings together over 90 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 (website: www.env-health.org). We have been active in Poland since 2013.

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, building on the increased interest of the health and medical sector to be active on climate change, as well as healthy energy solutions.

Interested applicants need to fulfil the following criteria:

- University degree in communications, public health, or another relevant area
- A year of professional experience in working for an NGO, preferably in communication;
- Native level Polish, good written and spoken English.

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.

Conditions and selection procedure:

The contract will be awarded for work carried out between January and December 2021, for 18 days a month. The consultant should be based in Poland. Contract signature is expected for 4 January 2021.

Please send your letter of motivation and CV in English with the subject heading "Application HEAL Communications Assistant, Poland" to Anne Stauffer, Director for Strategy and Campaigns email: anne@env-health.org. The letter of motivation should detail how your skills and experience are relevant to the job as well as your daily rate (including all taxes)

Deadline for expression of interest: 23 of December 2020

Those applicants whose tenders are shortlisted will be contacted. We may in the meantime contact you for further information. Submitted documents will not be returned. Bidders may ask for feedback

Date of publication of tender: 9th December 2020