



Job Description for *Scientific Content Manager*

Euroscicon are looking for a new team member in meeting production. The role involves both constructing our meeting agendas and hosting our new virtual meeting platform, which allows researchers from all over the world to interact and collaborate without leaving their office.

Job duties include:

- Creating new event names and descriptions
- Researching and inviting potential speakers
- Responding to speaker queries
- Constructing new agendas and keeping them up-to-date
- Hosting virtual events (shared role with other team members)
- Delivering Euroscicon welcome to delegates
- Helping speakers with technical problems during events
- Arranging practice sessions with speakers in advance of event to ensure competency with virtual conference platform
- Liaising with other team members to ensure successful and smooth running of events

Requirements:

- Life science background (PhD level) and an interest in current research progress
- Good communication skills
- Confident public speaker
- IT competence
- Attention to detail
- Patient and calm under pressure
- Team player

This is a part-time role (1200 hours per year) and can be performed from home. While the majority of the role is flexible, applicants would need to be available to host the afternoon/early evening (GMT) sessions of the meetings. Meetings run over three days (Tuesday to Thursday) and Euroscicon run approximately 25 meetings per year (scheduled outside of major school and public holidays). If the applicant is based in the UK occasional visits to the Head Office in Barnet will also be required to attend team meetings and training. We will consider applications for the UK and from the US (East Coast) The salary for this role is \$17,400 per annum.

Euroscicon is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our unbiased events are in an informal setting, allowing for maximum networking and interactions with all participants from many fields.. Each event is an opportunity for industry, clinical practice and academia to share discussion, new bonds and new ideas for the future

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