

ITCC Marketing and Communication Coordinator

Paris/Villejuif, France (metro line 14)

ITCC is looking for a dynamic, skilful and self-motivated expert in communications to join its office. The selected candidate will help ITCC to define a marketing and communication strategy, as well as to manage communications, elaborating content and ensuring its meaningful and effective diffusion on different channels and supports, as well as provide support for event management and office tasks and report to the ITCC Director of Operations.

ITCC is an academic European Consortium and a non-for profit organisation registered in France, whose mission is to promote the development of innovative therapies for children and adolescents with cancer. The network is composed of 68 paediatric investigating centres and 25 paediatric cancer research laboratories in 17 European Countries and Israel. ITCC collaborates with C17 in Canada and ANZCHOG in Australia. ITCC works closely with advocates who are deeply involved in the governance and activities of the network. ITCC works closely with pharmaceutical companies to evaluate their drugs in paediatric malignancies.

www.itcc-consortium.org

The scope of the role includes communication with all stakeholders in Europe and worldwide, namely paediatric haemato-oncologists and academic cooperative groups, advocates and childhood cancer survivors, pharmaceutical industry and regulatory bodies such as the European Medicines Agency and the US Food and Drug Administration.

Main tasks will include:

Marketing and Communication

- Development and implementation of a new marketing and communication strategy for ITCC to enable high international visibility and accessibility of ITCC
- Production of written content (articles for the website, newsletters, etc...)
- Social media management (messages, campaigns...)
- Website management in liaison with the web host
- Basic graphic design (Canva) and lay outing
- Coordination of the work of the ITCC Communication Working Group
- Support ITCC Database management
- Preparation of documents, reports and presentations for relevant meetings (when necessary)

Event management

- Assist in the logistics of the event including registration, travel, accommodation, venue and catering
- Attend events when required

Skill specifications, profile and experience

- Fluency in spoken and written English and French (other European languages would be an asset)
- Professional experience in communications
- Creativity and strong communication skills, both written and oral
- IT skills and knowledge (particularly Adobe suite (ID, AI, PS), Duda, Videoconferencing, MS Office, Canva, Hubspot)
- Interest in health and regulatory affairs
- Ability to function efficiently in a multi-task work environment and prioritise
- Profile demonstrating high degree of autonomy and self-initiative
- Service mind-set
- Desirable:
 - Experience in project management
 - Basic video editing skills
 - Experience with community management
 - Willing to travel on a limited scale

Please email your CV and motivation letter to hr@itcc-consortium.org

Deadline: **31st May 2025**