



## **Context**

The European Acoustics Association (EAA) is a not-for-profit umbrella organization that includes in its membership societies predominantly in European countries interested in promoting development and progress of acoustics in its different aspects, its technologies and applications. EAA gathers 33 societies of acoustics and serves more than 9000 individual members all over Europe. To enhance the services it offers to its members, the EAA wants to employ a part-time permanent secretary.

## **Job description**

The permanent secretary supports the product managers (updating information on acoustics education, upcoming events and conferences, job announcements, communication of general interests via social media) and supports the organizers of the EAA conferences and events. He or she will be present at these events and assure permanence at the EAA booth in the exhibition area.

The permanent secretary is the first point of communication for the 33 member societies, handles membership, sustaining membership, and regularly updates relevant information concerning these societies. She or he will maintain communications with the technical committees and supports them to report on their activities.

The permanent secretary becomes the executor of decisions made by the board including setting up follow-up meetings with relevant parties, communicates bi-monthly to the member societies, helps with the agenda and minutes of meetings of the board, and maintains the EAA administrative archives.

The permanent secretary will work under the guidance of the elected EAA Secretary General and the EAA President.

## **Job offer**

We offer a 50% employment that will mainly consist of telework without fixed working hours. Travel to the EAA event (once a year) and the EAA board meeting (once a year) will be required. Depending of the country of residence of the candidate suitable employment conditions will be found and remuneration will be adapted to the cost of living in that country.

## **Requirements**

Education in an area of acoustics or work experience in such an area is an advantage. Good written and verbal communication skills in English are essential and a basic knowledge on one or more other European languages is a benefit. Precision and efficiency in secretarial work and the organization of events is essential and may be shown via prior experience or education. Candidates should have the nationality of one of the countries of the European Union, or have a permanent residence and work permit in the EU.

## **Applications**

Applications should be made by email before **August 1<sup>st</sup>** to the EAA Secretary General (Luis Godinho, lgodinho@dec.uc.pt) and President (Dick Botteldooren, dick.botteldooren@ugent.be), and should include a cv and a motivation letter. Suitable candidates will be invited for an interview.