Communications Coordinator

Part-Time, Remote Contract Position

The Cancer Cachexia Society (CCS) is an international community of researchers, clinicians, trainees, patients and advocates dedicated to advancing the understanding and treatment of cancer cachexia. We are looking for our first Communications Coordinator to help share our science and activities with a wider audience.

About the role

- 12-month independent contractor position, fully remote, starting early 2027
- About 6 hours per week (approximately 300 hours over the year) at US$20 per hour

What you will do

- Prepare and schedule weekly posts for LinkedIn, X, Bluesky and Facebook
- Publish our monthly seminars to YouTube and create short video clips
- Coordinate seminar announcements with the Education and Networking (WCX) committees
- Assemble and send a monthly email newsletter
- Support campaigns for the 9th Cancer Cachexia Conference (Barcelona, September 2027) and Cancer Cachexia Awareness Day
- Track and report monthly results

All scientific and clinical content is reviewed by CCS Board members before it is published.

What we are looking for

- A background in life sciences, medicine, nutrition, physiology or public health (graduate students and postdocs are welcome)
- Clear, accurate writing in English
- Working knowledge of LinkedIn and X; basic graphic design and video editing (e.g., Canva)
- Reliability and good organization
- Legal eligibility to take on paid contract work, including under any visa or institutional policy that applies to you

How to apply

Please send the following to **admin@cancercachexiasociety.org**:

- A short cover letter
- Your CV
- One or two examples of writing or social media content
- The names and contact details of two references

Please apply by **December 18, 2026**. Applications will be reviewed as they are received.