



Open Call for Community Manager

Position: Community Manager, WONCA Emergency Medicine SIG Executive

The WONCA Emergency Medicine Special Interest Group (EM SIG) is inviting applications for the position of Community Manager on the EM SIG Executive. This role is central to building, strengthening, and sustaining engagement across our global EM SIG community of family doctors, educators, and researchers.

Role and Responsibilities

- Coordinate and manage EM SIG communications across platforms (mailing list, newsletters, website, social media, etc.).
- Serve as the first point of contact for members and support community growth.
- Facilitate dissemination of EM SIG updates, activities, and resources to the global network.
- Work closely with the Executive to ensure timely communication and alignment with WONCA's values and mission.
- Support online events, webinars, and collaborative initiatives that engage members worldwide.
- Assist in documenting and archiving EM SIG activities.

Eligibility / Requirements

- Current WONCA member (individual or through regional organization).
- Demonstrated skills or experience in communications, community management, or digital platforms.
- Strong interest in emergency/acute care in family medicine/primary care.
- Excellent written communication skills in English (additional languages a plus).
- Familiarity with digital tools (social media, website management, newsletters, collaborative platforms).
- Strong organizational skills, ability to work independently and collaboratively.
- We strongly encourage applicants to be part of the EM SIG community in all its versions (mailing list, social media groups, meetings, and collaborative platforms).

Term of Service

Two (2) years, renewable by another term, (WONCA BYLAWS)

Important Dates

- Application Deadline: SEPTEMBER, 5, 2025
- Selection & Announcement: During the WONCA EM SIG Meeting in Lisbon (SEPTEMBER, 16, 2025).
- Start of Role: Officially at the WONCA Meeting in Lisbon.

How to Apply

Please submit:

1. Brief CV (max 2 pages).
2. Statement of Interest (max 500 words) describing your relevant experience, skills, and motivation.
3. Confirmation of WONCA membership/affiliation.
4. Recommendation letter (2), at least one related to the field, or by a WONCA EM SIG executive member.

 Send applications to: SIGEMERGENCY@WONCA.NET

 Subject line: Application – WONCA EM SIG Community Manager

Selection Process

Applications will be reviewed by the EM SIG Executive.

The Community Manager will be elected by open vote of the EM SIG Executive during the EM SIG Meeting at the WONCA World Conference in Lisbon.

We are waiting for your application:

Dr. Elena Klusova

Chair

Dr. Miriam Rey

Secretary