

Job description:

Junior EU Innovation Project Manager HealthTech & Nanomedicine

About ETPN

The [European Technology Platform on Nanomedicine \(ETPN\)](http://www.etp-nanomedicine.eu) is a non-profit association based in Paris, representing academic institutions, SMEs, industry stakeholders, healthcare providers, and national public organizations from 27 European countries, all dedicated to advancing medical applications of nanotechnologies to improve patients' lives. Our key missions are to shape a European strategy for nanomedicine, secure EU funding for the field, shape and mobilize an active and collaborative community of members; detect and boost the translation of the best EU innovations of the field. More information: etp-nanomedicine.eu

Your mission

You will be directly involved in executing ETPN's responsibilities within ongoing EU-funded projects and supporting the general operations of the ETPN Secretariat.

Mission breakdown:

- **MetriNo Project:** Maximize the project's impact during its final year by enhancing strategic communication, dissemination, and exploitation activities (social media, newsletters, webinars, stakeholder engagement), ensuring comprehensive final review packages, and monitoring progress to promptly address any risks.
- **Nanospresso-NL Project:** Maximize the project's visibility across Europe, organize stakeholder engagement activities, animate digital channels (social media, newsletters, website updates), and coordinate annual symposia and workshops.
- **ETPN Secretariat:** Provide operational support for the Secretariat, manage relationships with existing members, support prospecting and onboarding of new members, monitor membership fee collections, create engaging digital communication content, organize the annual event, and assist in preparing new EU project proposals.
- **Mobility:** Expect 2-3 EU trips per year (reviews, consortium meetings, conferences).

What you'll do in practice:

- Analyse complex Grant Agreements and translate them into clear, actionable plans.
- Craft compelling and tailored content for various communication channels and diverse audiences (social media, webinars, events).
- Organize and deliver impactful digital and in-person events.
- Track and manage financial follow-up for EU projects and membership fees with precision and transparency.
- Proactively represent ETPN within European working groups, becoming a recognized advocate for the nanomedicine community.
- Report directly to the General Secretary of the ETPN.

Your profile

- PhD preferred / MSc accepted in biology, chemistry, materials science, or related fields.
- 2–3 years of experience with EU-funded (Horizon Europe or analogue) R&I projects, science communication, and/or innovation management.
- Fluent English (written and oral); proficiency in French (minimum B1 level CEFR)
- Top-notch writing and editing skills, strong instincts for social media and digital engagement.
- Comfortable with event logistics, basic financial tracking and accountability, and familiarity with Adobe Creative Suite basics.
- Agile mindset, proactive approach, rigorous, organized, ready to juggle tasks in a small all-hands team, and highly motivated by tangible healthcare impacts.
- **Inclusivity statement:** Even if you're not yet an expert in Nanomedicine or EU projects, if you resonate with ETPN's mission and have strong motivation to grow with us, don't hesitate to apply! We're looking for smart & committed people willing to learn and contribute to our community.

What we offer

- €40k-€46k gross/year (depending on experience and profile) + up-to-5% bonus based on results.
- Company laptop, health insurance, meal vouchers, mobility stipend, coworking budget.
- Long-term strategic vision and the chance to grow as a recognized voice in European nanomedicine.

Practical details:

- Permanent contract (CDI under French law)
- Ideal start date : September 2025
- Paris-based role with highly flexible remote work policy: from fully onsite in Paris to fully remote within the EU, to be discussed together according to your preferences.

Ready to help shape the future of nanomedicine?

Here's why you should apply. Joining ETPN means becoming part of a committed team dedicated to driving impactful innovation in healthcare across Europe. You will have a growth path towards more senior roles, potentially becoming a key voice and project leader within our community. We want you to see yourself growing alongside us long-term, progressively taking on increasing responsibilities, and directly contributing to shaping the future of European Nanomedicine.

How to apply

- Send your CV and a one-page cover letter to secretariat@etp-nanomedicine.eu
- Deadline for applications: **Aug 31, 2025.**