



Head and Neck Cancer International Group (HNCIG)

HNCIG Communications Group

- The Head and Neck Cancer International Group (HNCIG) is the umbrella organization for the world's leading national clinical trials groups in head and neck cancer. As such, HNCIG is the leading global platform for collaborative research in head and neck cancer, and is HNCIG is a dynamic and rapidly moving organization with wide impact and reach.
- HNCIG is establishing a new Communications Group through the integration of the existing Newsletter Group, Website Group, and Social Media Group. This initiative aims to enhance the organization's visibility and strategic communications.

Objectives

- Raise global awareness of HNCIG's mission, initiatives, and research outputs within the oncology and broader scientific communities.
- Strengthen engagement with key stakeholders, including academic institutions, industry partners, policymakers, and patient advocacy organizations.
- Enhance HNCIG's reputation as the leading global platform for collaborative research in head and neck cancer.
- Attract and involve partners from the pharmaceutical and biotechnology sectors.
- Promote internal cohesion and ensure alignment and synergy across HNCIG committees and communication channels.

Core Responsibilities

- Website and Social Media Management: Maintain and update the official HNCIG website (www.hncig.org) and establish and manage official HNCIG accounts on platforms such as X (formerly Twitter) and LinkedIn.
- Newsletter Production: Produce and distribute a professionally designed quarterly newsletter.
- Prospectus Development: Create and periodically update an HNCIG prospectus tailored to academic researchers, patient advocacy groups, and industry stakeholders.
- Committee Coordination: Establish and maintain regular communication and coordination with all HNCIG committees to ensure consistent messaging and collaboration.
- Develop a consistent presentation format and materials to reflect

Membership Criteria

Applicants must meet the following criteria:

- Be a member of one of HNCIG's Member Groups.
- If not currently a member of the HNCIG Board, be endorsed by a current Board member.
- Be professionally involved in head and neck cancer or related disease areas.
- Media literacy skills are desirable but not essential.

Term

3 years extendable for another 2 years with mutual agreement

How to Apply

To apply, please send an email to the HNCIG Young Investigators Committee chair at secretariat@hncig.org with the following documents:

- Cover Letter: Describe your motivation for joining the Communications Group, the skills you bring, and any ideas you would like to contribute.
- Specify the position you are applying for (chair, deputy chair or membership of the Group)
- Curriculum Vitae: A short CV (1–2 pages) outlining relevant experience and qualifications.