

Celyad Oncology is looking for a **Communication Specialist**. The successful candidate will be based in Belgium and will report into the **Communication & Investor Relation Director** in New-York, USA.

**Role:**

He/she will be responsible for managing all activities relating to the company's corporate communication by providing effective services to all stakeholders while ensuring that a consistent corporate image, branding and identity is maintained at the company level.

**Responsibilities:**

- Develop and implement strategies and plans to externally communicate company strategy and messaging; ensure consistent messaging is reflected in all documentation and communication material across the company
- Assist Communications & IR Director for internal communication efforts including setting up Town Halls, Lunch and Learns and soliciting employee feedback
- Monitor IR and Communications email boxes to ensure quick responses when necessary
- Draft and distribute documents & communication materials to the relevant stakeholders (internal & external): Press Releases, Corporate Brochure, Factsheets, video, pictures, presentation to congresses
- Manage the production of high-quality communication materials to various stakeholders such as investors; ensure that all material are well laid-out in terms of design, artwork, printing and publication and in line with Celyad Oncology's "Look & Feel"
- Ensure strong relationships are established and maintained with external interest groups (journalists, investors clubs, scientific community)
- Manage relationship with external vendors including Public Relations and website agencies
- Represent the company at specific events (congress, fairs, ...)
- Assist Communication & IR Director and CEO in managing IR releases, interim and annual reports, investors' events.
- Manage, develop and maintain the Company's website up to date

**Qualifications & Experience:**

- A minimum of 3-5 years' experience in Corporate Communication, preferably in an international environment or in a PR agency
- Experience in the healthcare industry
- Fluent in English and French, fluent in Dutch is a strong asset
- Understanding of social media channels and strategies to compose effective social media plans

### **Skills & Competencies:**

- Proficient knowledge of computers and Microsoft Office applications
- Creative skills: you know the current communication tools/platforms and have proven experience working with them, especially Wordpress but also PR platforms, InDesign, internal communication tools, etc.
- SEO, SEA, Google Analytics, are familiar concepts to you.
- Strong attention to details and copywriting skills
- Excellent communications and problem-solving skills
- Productive and efficient in planning and executing work. Time efficient
- Ability to make decisions independently, based upon a mixture of analysis, wisdom, experience and judgment
- Ability to orchestrate multiple activities with a strong focus on meeting goals and objectives
- Ability to work in a rapidly evolving environment

For more information about this position or about the Company, please contact us by email at [job@celyad.com](mailto:job@celyad.com)

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### **About Celyad Oncology**

Celyad Oncology is a clinical-stage biotechnology company focused on the discovery and development of chimeric antigen receptor T cell (CAR T) therapies for cancer. The Company is developing a pipeline of allogeneic (off-the-shelf) and autologous (personalized) CAR T cell therapy candidates for the treatment of both hematological malignancies and solid tumors. Celyad Oncology was founded in 2007 and is based in Mont-Saint-Guibert, Belgium and New York, NY. The Company has received funding from the Walloon Region (Belgium) to support the advancement of its CAR T cell therapy programs. For more information, please visit [www.celyad.com](http://www.celyad.com).