

Officer Events and Communication

Start date: 01 June 2019

Duration: until 31 December 2020

(maternity leave cover, extension possible)

Deadline for application: 28 February 2019

ICLEI – Local Governments for Sustainability is a network of 1,500+ cities, towns and regions world-wide that are dedicated to sustainable development. It has 15 offices servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability. The European Secretariat is based in Freiburg, Germany.

The European Secretariat of ICLEI - Local Governments for Sustainability seeks to fill the position of an Officer Events and Communication within its Communications and Member Relations team.

The Communications and Member Relations team coordinates all necessary promotion, marketing and communication activities to shape ICLEI's as well as a project's visibility to the outside world. This includes organising and supporting events from the initial idea to the final realisation and reporting, as well as representing ICLEI through all modern communication and information channels. The Communications and Member Relations team is also the portal for ICLEI's membership relations.

Tasks and responsibilities:

Organisation of events (from large scale conferences of 1,000 participants to small scale workshops and trainings) and implementation of communication activities within projects, including the following tasks:

- Related to events: participants recruitment and management, programme development, speakers communication, website management, promotion, development and wide-scale dissemination of announcements, conference staff planning, reporting;
- Coordinate specific project and event activities with external partners and hosts;
- Support the management of external consultants, such as designers;
- Responsible for communication tasks within events and projects, e.g. website maintenance, promotion, development of visual design products with designers;
- Track expenditures and prepare content of (financial) reports for events and projects;
- Contribute to research of funding opportunities and involvement in project and event acquisition;
- Taking over representative functions (presentations in events and project meetings, representation at events);
- Event and project acquisition activities, including supporting the preparation of new proposals and offers;
- Any other duties that might be required consistent with the range and nature of responsibilities as a member of the Communications and Member Relations team.

Skills and qualifications:

- Academic degree in: communications, marketing, political science/sustainability, events/ tourism;
- At least two years experience in an events/communication role;
- Experience with sustainable events management will be advantageous;
- Languages: native or near-native English; further languages welcome.
- Ability to be self-organised within a complex team;
- Excellent communication and interpersonal skills;
- Excellent organisational skills, with ability to work on a variety of tasks/ events/ projects simultaneously to a high standard, prioritising multiple tasks and meeting deadlines in an independent manner;
- Fully computer-literate with advanced knowledge of MS Office, web editing software (Typo3, Drupal or other CMS) and desktop publishing;
- Confident manner when acting externally;
- A quick learner and team player with a positive attitude is ideally suited to this position;
- Knowledge of and experience in the field of sustainable development is desirable.

Conditions:

- Limited contract until 31 December 2020 (extension possible);
- 80-100% contract with a gross salary according to Officer in ICLEI's salary grid (indicative: EUR 40.800 - 44.400 per annum for 100%);
- Place of work: ICLEI European Secretariat, Freiburg, Germany;
- Working hours: 40 h/week, six weeks of paid leave per annum;
- Working language: English;
- Readiness for frequent travel;
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.

Deadline for application: 28 February 2019

Please apply in writing, including a CV and letter of motivation to:

jobs.europe@iclei.org

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

For more information about ICLEI visit:

www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their qualifications and competencies.