

**The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for a full-time**

**Events and Admin Officer**

**Position Title:** Events and Admin Officer

**Organization:** Eastern Partnership Civil Society Forum (EaP CSF)

**Location:** Brussels, Belgium

**Duration:** 1 year, renewable

**Starting date:** as soon as possible

**The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is looking for an Events and Admin Officer to join its growing team.**

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF or the Forum) is looking for an **Events and Admin Officer** with solid event organisation and office management experience to join its growing team in the organisation's office in Brussels.

The Events and Admin Officer will be responsible for planning, coordinating, and executing all events organised by the organisation, including the yearly EaP CSF Summit – a large conference gathering +300 participants – as well as the EaP Index launch event and dissemination events, EaP Youth conference, EaP CSF workshops, seminars, webinars, team meetings, statutory meetings and other related events of the Forum. Additionally, the candidate will oversee administrative tasks to ensure the smooth functioning of the office, maintain relations with various office suppliers and contractors, handling phone calls, emails, invitations, and correspondence.

**Key responsibilities**

**Reporting to:** Director and Chief Financial Officer.

**1. Event Management:**

- Collaborate with the EaP CSF Secretariat team and Steering Committee to plan, organise, and execute events, including EaP CSF Summit, EaP Index launch event and dissemination events, EaP CSF workshops, seminars, webinars, team meetings, statutory meetings and other related events of the Forum;

- Develop and manage detailed event plans, timelines, and budgets, ensuring all aspects of the event are well-coordinated and meet the Forum's objectives
- Coordinate with external suppliers, contractors, and partners to secure necessary resources for events and negotiate contracts, as required;
- Develop and manage event budgets, ensuring cost-effectiveness and compliance with financial guidelines.
- Oversee on-site event management, including registration, participant coordination, and troubleshooting. Liaise with stakeholders, partners, and participants to provide event information, handle inquiries, and manage registrations;
- Coordinate logistics, such as travel arrangements, accommodations, catering, audio-visual equipment, and other event-related arrangements;
- Work closely with the Communications Manager to promote events through various channels, including social media, newsletters, and the EaP CSF website;
- Assist in drafting event-related content, such as invitations, press releases, and promotional materials;
- Work closely with other members of the EaP CSF team, contributing to the overall success of the Forum's activities and objectives;
- Support colleagues in various tasks and projects related to the Forum's work and assumes office management responsibilities with the support of an Office assistant;
- Prepare comprehensive reports on events, including feedback, outcomes, and lessons learned;
- Fundraising;

## **2. Office Administration:**

- Provide administrative support to the organisation, including managing office supplies, equipment, and facilities.
- Assist in coordinating internal meetings and workshops, handling scheduling, invitations, and logistics.
- Handle incoming and outgoing communications, including emails, phone calls, and general inquiries.
- Ensures adequate maintenance of office space and facilities services;

## **Qualifications and Skills:**

- M.A or B.A's degree in a relevant field (Event Management, Business Administration, etc.).
- Proven experience in organising large conferences and managing events in Brussels of at least 3 years.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Knowledge of office management principles and practices.
- Excellent client and interpersonal skills.
- Proficient in Microsoft Office Suite and event management software.
- Excellent writing skills and proven experience in developing reports and policy recommendations, based on project results;
- Excellent oral and written communication skills in English (the communication language within the consortium). Good oral and written communication skills in French are considered an asset.
- Holding the legal permission to work in Belgium (the Secretariat is not in the position to assist with obtaining the permission to work in Belgium)

## What we offer

- An interesting and varied role in a thriving civil society organisation;
- Being part of a small, friendly, dynamic and international team in the heart of the Brussels EU district;
- CDD 1 year fixed-term employment contract (followed by an indefinite contract, subject to satisfactory performance and available funds) ;
- Attractive remuneration and competitive fringe benefits (meal vouchers, 20 legal holidays + extra holidays between Christmas and New Year and during summer, representation and teleworking allowance, reimbursement of public transport costs, other bonuses, professional training);

## Application procedure

If you are interested in the role, please complete the following form

<https://forms.gle/Y1vDGMHrowULda4X7>

The Cover Letter must address how your skills and previous/ current professional experience match the duties and responsibilities set out for this role.

Please include the contact details of two references that will be available to provide information about your professional experience in case you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

**Applications will be reviewed on a rolling basis, so we strongly advise you to submit your application as soon as possible. Applications will be considered on a rolling basis. The final deadline for submission is 9 June 2024.**

All applicants whether EU or non-EU citizens, are considered equally. Please, note that all candidates need to have the right to work in Belgium before applying.

For further questions, please contact Pascal Willaumez, Statutory Affairs and Admin Manager ([pascal.willaumez@eap-csf.eu](mailto:pascal.willaumez@eap-csf.eu)).

## About the EaP CSF

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels.

More details about EaP CSF: <https://eap-csf.eu/>