



Vacancy

IFOAM Organics Europe Events &
Membership Coordinator

Vacancy:

Job title: Events & Membership Coordinator

Reports to: Associate Events & Membership Manager

Key tasks:

1) Membership (40%)

Support in IFOAM Organics Europe membership and internal structures activities coordination

- Supporting in internal communications with IFOAM Organics Europe governance structure (Board and Council) and members on internal activities and meetings
- Supporting in IFOAM Organics Europe extranet space & access rights coordination
- Supporting in developing and coordinating the activities to recruit new and to retain existing member
- Supporting in membership application & membership fee collection process
- Supporting in coordinating member only activities (member only events, information dissemination, mailing lists etc)
- Contributing to the improvements of IFOAM Organics Europe membership structure and coordination.
- Maintaining membership relating contact lists up to date
- Contributing to projects drafting & reporting related to membership activities

2) Events (60%)

Coordination of IFOAM Organics Europe main events such as annual European Organic Congress, biannual Organic Food Conference and Organics Europe Youth Event, yearly IFOAM Organics Europe participation in BIOFACH trade fair and other. Support in other IFOAM Organics Europe events such as General Assembly, IFOAM Organics Europe Meets Business, TP Organics Organic Innovation Days.

- Coordinating (or guiding organising partner in coordinating) logistical aspects of main IFOAM Organics Europe events (venue & catering booking; technical set up organisation; communication with service providers; communication with production companies, digital events platform providers; interpretation coordination; speaker & staff travels; other)
- Coordinating the work on developing events programmes (collecting input from colleagues, organising partners and etc; speaker invitations & communication; other)
- Drafting, editing and following the events organisation timelines
- Supporting in events promotion and communication activities (keeping events websites, event pages and calendars up to date; coordinating events related email inboxes and emails; providing event related content to IFOAM Organics Europe communications team; coordinating event promotional material production; other)
- Supporting in commitments to events sponsors fulfilment
- Supporting in coordinating agreements and commitments to events organisational partners
- Supporting in commitments to partnering events fulfilment
- Contributing to IFOAM Organics Europe events improvement process
- Contributing to projects drafting & reporting related to event activities

What kind of person are we looking for?

Education & Qualifications

Experience - Essential

- At least two years of experience in similar position (experience in digital and physical events organisation)
- Effective communication skills in English including verbal and written skills

Experience - Desirable

- Knowledge of other languages is an asset
- Knowledge about/work experience in Non-Governmental-Organisations
- Previous experience in membership-based organisation

- Previous experience in working with some software and IT tools such as CiviCRM, Salesforce, Sharepoint, Word and Excel

Skills & Attributes

- Very well organised and structured
- Good communication skills, easy contact with third parties
- Able to develop your work independently
- Ability to work in intercultural environment
- Flexible & able to adapt to new situations
- Reflect and have empathy with the aims and objectives of IFOAM Organics Europe

Conditions of employment

- Full time position
- EU citizens or with a valid Belgian working permit
- Based at the IFOAM Organics Europe office in Brussels
- Monday to Friday, 38 hours/week
- Competitive salary package with meal voucher, 100% public transport coverage, health insurance, salary according to experience
- Employment period: undetermined contract

Procedure to apply

- To apply please complete the application [form online](#) by the 28th November. Only applications filling in the application form will be considered.

Do you have questions? Please address it to employment@organicseurope.bio

The 6th and 9th December are fixed for interviews, please block it in your agenda.