



# EWEA

THE EUROPEAN WIND ENERGY ASSOCIATION

## **EWEA vacancy: Event Assistant**

Full time position, reporting to Head of Events and Conferences

### **Job description:**

EWEA is looking for a skilled Event assistant to join its team within the Events department. The contract will be open-ended, with a six-month trial period.

### **Main responsibilities: *Assist in managing and co-ordinating EWEA events***

- Assist with the conference programme development (speaker invitations and follow - up) of EWEA events.
- Assist with logistics related to the event organisation (venue search, catering, AV equipment)
- Liaise with EWEA policy department and National Associations regarding event programmes and logistics.
- Coordinate in-house and external meetings in Brussels and abroad - i.e. prepare agendas, documents, take minutes, manage logistics.
- Assist with the production of event related publications and marketing material (drafting newsletters, leaflet content, website, etc).
- Speakers' management (daily enquiries, guidelines, collecting presentations, biographies, etc.).
- Manage general information flows regarding the events, a wide range of external enquiries via phone, email, fax and post from a diverse range of external stakeholders (e.g. speakers, delegates, VIPs, Members).
- Assisting with event logistics (venue inspection, social events, local suppliers, etc).

### **Required Skills:**

- English native speaker level. Fluent French and other languages will be an asset
- At least 2 years experience in event organisation and speaker management
- Highly organised, proactive and delivery - oriented
- Ability to deal with a wide range of people and external stakeholders
- Excellent computer skills, including Microsoft Word, Outlook, Excel
- Interest in wind energy desirable

Applications, accompanied by a cover letter and a CV are to be sent by **19 March 2009** to [chantal.gennen@ewea.org](mailto:chantal.gennen@ewea.org) with "Event assistant application" in the subject line. Only short-listed applicants will be contacted.