

Events Manager

Do you want to wake-up every day to support a cause and improve public safety in Europe? Don't look further and apply to join EENA, the European Emergency Number Association.

We are looking for a second Events Manager to join forces with the current one. Our Events Managers are responsible for the organisation (from A to Z) and the smooth running of all EENA events. It includes our annual event, which is the go-to event in our sector: this 3-day conference and exhibition welcomes 1000 participants coming from all over Europe (and even beyond) and is hosted in a different country every year. All participants also always look forward to attending our Awards Ceremony that is also under the responsibility of the Events team.

You will also work in close collaboration with our Communications and Press Manager and will be in contact with all team members contributing to the programme of our events.

MISSIONS

- Managing the annual event (conference, exhibition, social event) from A to Z:
 - Selecting the hosting city and negotiate the best deals;
 - Sales (sponsoring/exhibiting opportunities);
 - Managing the budget of the event;
 - Promotion of the event (mailings, social media, specialised press, event website... etc);
 - Cooperation with partners/members based in the selected country/city;
 - Logistics
 - ✓ Suppliers management;
 - ✓ Relationships with hotels and venues (including negotiation of the contractual terms);
 - ✓ Exhibitors and sponsors coordination;
 - ✓ Coordination of conference materials conception and production;
 - ✓ Registrations management;
 - ✓ Coordination of internal and external staff onsite;
 - ✓ ...etc
- Managing our 112 Awards Ceremony (usually taking place at the same time as our annual event)
 - Selecting Awardees & drafting the scenario of the ceremony;
 - Logistics management;
 - Coordination of the ceremony onsite.
 - ...etc
- Organisation of smaller events, when needed;
- Organisation of webinars, when needed;
- Other tasks as required.

SKILLS

- At least 3 years' experience in event organisation;
- Excellent English; good knowledge of French is a strong plus; other EU languages a plus;
- Strong proficiency in Microsoft Office suite;
- Experienced use of Content Management Systems a plus;
- Experienced use of Adobe Creative Suite CS6 in particular InDesign, Photoshop, Illustrator a plus

Apply if you have/are:

- Highly reliable and highly organised
- Strong proven organisational and time management skills
- Strong sense of initiative and a can-do attitude
- Strong attention to details
- Based in Brussels and willing to travel in Europe

OFFER

By joining EENA, you will be part of a solid and stable organisation doing its part to improve the safety of citizens.

For this full-time position, we offer a good salary package (with a permanent contract) with benefits in line with the experience of the selected applicant. The package offered to newcomers includes 25 days of holidays, possibility to homework regularly, a full hospitalisation/dental/ambulatory DKV insurance, lunch vouchers and a professional mobile phone contract.

Please note that EENA is an equal opportunities employer and does not discriminate based on race gender, religion, orientation. We take pride in being a diverse and inclusive environment.

APPLY

Does this profile sound like you? We look forward to receiving your application!

Deadline: **19 June 2022**

Please send the following documents to Jérôme PÂRIS (jp@eena.org):

- your CV
- a cover letter

You should add "Application to the Events Manager position" in the subject of your email.

Please note that only candidates selected for an interview will be contacted.

ABOUT EENA

EENA, the European Emergency Number Association, is a non-governmental organisation based in Brussels. We are dedicated to improving people's safety and security by promoting high-quality emergency services throughout the EU (and beyond).

How can citizens get the best help possible if they find themselves in an emergency? This is the question we continuously try to answer!

Our vision is that every citizen can access emergency services and receive the appropriate information and care during an emergency or a disaster. To that end, we want to be the organisation in the sector driving change and making an impact.

We work on a wide range of topics like mental health of emergency call takers, Automated External Defibrillators (AED) mapping, alert to the population in case of disaster, providing the most accurate location of the caller to emergency services, cybersecurity, using video to call emergency services, and much more.

EENA is the go-to place for emergency services, public authorities, decision-makers, researchers, associations and solution providers working in this field. EENA's membership includes more than 1500 emergency services representatives from over 80 countries worldwide and more than 100 solution providers, among other stakeholders.

More about us: <https://eena.org/about-eena/mission-and-vision/>