

## Events Officer

**POSITION:** Events Officer

EENA, the European Emergency Number Association, is looking for an enthusiastic and organised Events Officer to join our dynamic team. If you have a passion for event planning, strong project management skills, and an eye for detail, this is the perfect opportunity to contribute to our mission of improving public safety across Europe. You will play a pivotal role in organising a range of events, from high-profile conferences to smaller workshops, ensuring they are executed flawlessly and aligned with EENA's strategic goals.

While the primary focus of this role is on event management, you will also provide valuable support for the smooth functioning of our office by assisting with administrative and logistical tasks.

Each year, EENA organises several key events, including our landmark EENA Conference and Exhibition, which gathers around 1,000 participants from across Europe and beyond. With 4 conference tracks, an exhibition of 35 stands, and multiple social networking opportunities, this event is the premier meeting point for the public safety community.

**LOCATION:** Brussels, Belgium

### RESPONSIBILITIES

#### Event Management

- Support the planning and execution of EENA's key events, including the annual EENA conference and exhibition, workshops, and webinars, ensuring that all events run smoothly and meet our high standards.
- Manage event logistics, from selecting venues and liaising with vendors to handling registrations, travel arrangements, and on-site coordination.
- Work closely with internal and external stakeholders, including sponsors, speakers, and attendees, ensuring clear and effective communication throughout the event lifecycle.

#### Office Logistics & Administrative Support

Relationships with suppliers, service providers, and other office-related stakeholders. Provide basic administrative support to the accountant as needed.

### WE VALUE

- Strong organisational and multitasking skills, with the ability to manage multiple events at different stages of planning simultaneously.
- A proactive, problem-solving attitude, able to anticipate issues and respond quickly to last-minute changes.
- A keen eye for detail and a methodical approach to project management.
- A collaborative attitude with flexibility to support office operations when required, ensuring the team works effectively.
- A commitment to EENA's mission of improving public safety across Europe.

### QUALIFICATIONS

- Experience in event planning and management
- Fluency in English is required; additional EU languages are a plus.
- Prior experience with office administration and logistics is beneficial, but not required.

As an Events Officer at EENA, you will have the opportunity to shape and deliver events that bring together key stakeholders from across Europe, fostering collaboration and driving real change in public safety. If you have a passion for event planning, strong project management skills, and an eye for detail, we would love to hear from you.



### **APPLY**

Does this profile sound like you? Then, send your CV and cover letter to Jérôme PÂRIS ([jp@eena.org](mailto:jp@eena.org)) by 3 November 2024. Please add "Application to the Event Officer Position" and your name 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 organization based in Brussels dedicated to improving public safety and security across the EU. Our mission is to ensure that every citizen can access high-quality emergency services and receive appropriate care during emergencies or disasters. We collaborate with a wide range of stakeholders, including emergency services, public authorities, decision-makers, researchers, and solution providers, to drive change and make a tangible impact on public safety.

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