



CALL FOR APPLICATIONS

JUNIOR EVENTS OFFICER – TRAINEESHIP / CIP

European Women's Lobby Secretariat Brussels

Preferred start date: As soon as possible

Deadline for applications: Wednesday, 15 March 2023 midnight CET

DO YOU WANT TO WORK FOR A FEMINIST EUROPE?

You are in the right place! [The European Women's Lobby \(EWL\)](#) is the largest umbrella network of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in 26 EU Member States, three official-candidate countries, Iceland, United Kingdom as well as 17 European-wide member organisations. The EWL campaigns for a feminist Europe, promoting women's rights and equality between women and men in the European Union.

YOU COULD BE THE PERSON WE ARE LOOKING FOR!

We are looking for a trainee to join us as a **JUNIOR EVENTS OFFICER** to contribute to the implementation of the EWL's key projects and outreach activities and work towards our common feminist vision for Europe.

As an inclusive feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. We believe candidates with diverse experiences and backgrounds bring real added value to our existing feminist culture. As such, we strongly encourage applicants from underrepresented and marginalised groups, sexualities or nationalities to apply.

HOW TO APPLY

Please read the instructions and the role description, necessary skills and attributes and conditions carefully before you apply. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the criteria listed.

You are requested to submit to the European Women's Lobby via email at jobs@womenlobby.org

- Your CV - two pages maximum in PDF. Name your file as 'Last name_CV_EO'
- A maximum one-page cover letter outlining your motivation and your experience relevant to the role. Name your file as 'Last name_cover letter_EO'

Please keep in mind that only applications transmitted via the correct procedure will be considered.

Closing date for applications is **Wednesday, 15 March 2023 midnight CET.**

Interviews of shortlisted candidates will be held upon reception on a rolling basis.

Interviews will be carried out online, through Zoom.

ROLE DESCRIPTION

Role title:	Junior Events Officer
Type of contract:	Traineeship (Convention d'Immersion Professionnelle – CIP)
Reporting to:	Communications and Media Coordinator
Location:	EWL Secretariat, Brussels

ROLE

Working under the supervision of the Communications and Media Coordinator, the Junior Events Officer (JEO) will contribute to the implementation of our key projects and outreach activities. Namely, the JEO will support the planning and preparation of governance meetings, public events, conferences and webinars. They will also interact with partner organisations, a variety of policy-makers, media representative, key stakeholders and EWL members from across Europe to contribute to the management of a wide range of high-level events.

The Junior Events Officer will work with the Membership and Communications Hub colleagues to communicate the EWL's main activities, campaigns and impact to its members and external audiences. The JEO will also cooperate with the Finance and Administration Hub to assist with the logistics related to events and conferences, as well as the Policy and Campaigns Hub to help bring the results of our advocacy work to the decision-makers and the general public. Lastly, the JEO will work with the Programme Hub to ensure the organisation meets and exceeds its commitment to funders in terms of outreach and engagement.

As this is a traineeship, the Junior Events Officer will focus on different tasks throughout their training and will learn about various aspects of working at the EWL. The tasks outlined below will not be taking place at the same time, but planned together with the JEO and aligned with both their learning and development plan and organisational needs.

The main tasks will include:

- Development, organisation and management of high-level events (digital and in person);
- Manage event-related logistics, including venue booking, registrations, travel, catering etc.;
- Contribute to ensure the internal and external communications about events are clear, engaging and accessible;
- Assist in preparation of document relevant for speakers and event participants;
- Support in managing registration procedures and participants list;
- Support in coordination of nomination procedures;
- Contribute to creative brainstorming for related event activities and outreach;
- Draft, edit and proofread materials, including concept notes, briefings and event follow up.

Additionally, other tasks might include:

- Help ensure the EWL event website and social media are updated with relevant resources and information;
- Actively contribute to team meetings and planning processes;
- Participate in staff reflection days and staff development activities and trainings;
- Work with colleagues to ensure strong coordination within the Membership and Communication's Hub and contributions to EWL's strategies and work plans;
- Assist with other administrative tasks as required within the Membership and Communications Hub;
- Support other team members where necessary.

SKILLS & ATTRIBUTES

EWL embraces a feminist culture that imbibes our core [values, vision and mission](#). We are, therefore, seeking a future colleague who will embrace and commit to our EWL Feminist Culture and is aligned with EWL's positions, especially on male violence against women and prostitution as per the EWL position paper "[Towards a Europe Free from all Forms of Male Violence Against Women](#)".

Essential Qualifications:

- ✓ Commitment to women's rights and equality between women and men;
- ✓ Excellent organisational, time management and project management skills;
- ✓ Affinity towards events planning and an eye for detail;
- ✓ Structured and efficient in implementation of administrative event-related tasks;

- ✓ Strong communication and interpersonal skills;
- ✓ Ability to effectively reach out and gather information from third parties;
- ✓ Ability to work independently while being an enthusiastic team player;
- ✓ Reliable and diplomatic attitude;
- ✓ Proficiency in spoken and written English;
- ✓ Solid IT skills including database management, Microsoft Office and teleconferencing systems.

Preferred Qualifications:

- ✓ Knowledge of other languages is an asset, particularly French;
- ✓ Knowledge of the EU and the EU institutions;
- ✓ Ability to work as part of a lively and dynamic team, working flexibly with people from different backgrounds and perspectives;
- ✓ Have educational or work/volunteering experience of European politics, women's rights, administration, events planning, advocacy, communications or similar;
- ✓ Be available to commit to a full time engagement (EWL has a standard 37.5 hours working week from Monday to Friday, with flexible time possible) and the week of the 10 and 11 June 2023).
- ✓ Previous experience in umbrella or network NGOs (including volunteering).

WHAT WE OFFER

- ✓ A great deal of personal autonomy, flexibility, and room for creativity and innovation;
- ✓ A friendly and lively multicultural environment in a small team of dedicated feminists;
- ✓ Feminist working culture committed to staff development and personal evolution;
- ✓ Ability to work from home up to three days per week (might change close to big events);
- ✓ A gross allowance according to the CIP scale **of 939,57€**, lunch vouchers and reimbursement of local transportation costs;
- ✓ A 6 months contract under the Professional Immersion Agreement (CIP) starting in April 2023, with the possibility to sign a full-time indefinite contract afterwards;
- ✓ The possibility to gain firsthand knowledge of the advocacy, political communication and events organisation of an umbrella non-governmental organisation operating at EU level.

*For more information about the Professional Immersion Agreements (Convention d'Immersion Professionnelle), please refer to the **Actiris** website [here](#).