



## **Administrative and Events Coordinator**

The European Cystic Fibrosis Society wants to appoint an Administrative and Events coordinator. The European Cystic Fibrosis Society (ECFS) is an international community of scientific and clinical professionals committed to improving survival and quality of life for people with cystic fibrosis (CF) by promoting high quality research, education and care.

With international partnerships the ECFS is:

- Continuing to create a network of European and International CF specialists to promote and stimulate research, care and education about CF.
- Holding annual conferences where specialists can meet and discuss all issues linked with CF. These conferences encourage the submission of research in the field.

To carry on its mission, the ECFS is hiring an Administrative and Events coordinator to strengthen the executive team, currently staffed by 1 Executive Director (located in Denmark) and 1 Project Manager (located in Belgium).

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The Administrative and Events Coordinator will be involved in the day to day functioning of the Society and will work in close collaboration with the ECFS Executive team.

Together with the team, your responsibilities will focus on:

- **ECFS Membership**

Manage the ECFS membership database and relationship with the members (renewal of membership, membership communication, newsletters, etc.)

- **Administrative tasks**

Follow up of different projects linked to the activities of the ECFS.

Manage and update file repositories and databases in conjunction with secretarial support.

Help with financial reports and budgets.

- **Events**

We organise several meetings and conferences yearly:

- ECFS winter meetings (100 pax – last week of January – 3 days)
- Basic Science Conference (200 pax – last week of March – 5 days)
- Annual CF Conference (± 2200 pax - early June – 6 days)

We share the different tasks linked to the organisation of the events between team members and in cooperation with the appointed Professional Conference Organiser (PCO).

Typical tasks include registration of the participants, contacts with the meeting venue and/or PCO's

- **Scientific programme of the conferences**

Coordination of the scientific programmes for the Conferences (communications with the Scientific Committees and Steering Committees).

Coordination of the abstract management with the PCO / IT.

Proofreading of the Conference programmes and some scientific content (to a limited extent)

- **Communication**

Assist with the communication through the website and social media.

### **JOB PROFILE for the Administrative and Events Coordinator**

- University degree or equivalent training.
- At least 3 years' experience in an international environment.
- Any professional experience in event organisation is a plus.
- Positive problem-solving attitude and team worker.
- Easy communicator interested in international networking; fluent in English, oral and written; any additional European language is an asset.
- Good computer skills: Word, Excel, PowerPoint, Access, and Management programs, any experience in web communication is a plus
- Strong administrative & organizational skills



- Have the ability to screen, prioritize and effectively manage information flows
- Accurate, with an eye for detail
- Hands-on and calm under pressure
- Ability to work independently and contribute in a team environment

### **Travel**

You are expected to travel on site for the organisation of the 3 main events. Besides, you might be required to attend several meetings during the year (ECFS Board Meetings, Steering Committee meetings)

Also, the workload is higher between mid-January and mid-June, and only short holidays are allowed during this period.

### **WHAT WE OFFER**

- A full-time contract of one year, that could be prolonged
- A challenging job in a stimulating environment
- Opportunity to work from home
- A job that makes a difference
- A job with an international flavour

### **Application deadline**

2 September 2023

Please send curriculum vitae and cover letter to:

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