



EVENTS OFFICER/COORDINATOR

The [Centre on Regulation in Europe \(CERRE\)](#) is recruiting an experienced **events officer/coordinator** to start between now and mid-August 2022.

CERRE is an **internationally recognised, though human-sized think tank** (+/- 12 staff in the secretariat plus 30 networked, senior academics) providing original analyses and policy recommendations on the regulation of the tech, media, telecom, energy and mobility sectors. The full independence of our work and our cross-sector, multi-disciplinary approach make us a trusted partner for all stakeholders at national, European and, increasingly, global level. Our **50+ prestigious membership list** includes global corporations, regulatory authorities and academic centres from Europe, the US and China.

Some of the topics CERRE is currently working on include: competition and regulation of the online platform economy (DMA, DSA, etc.), data governance, AI, connectivity and infrastructure, digitalisation of energy/mobility, electricity market design, rail regulation, etc.

Purpose of the Role

As a member of our communications team, your prime responsibility will be to **design, coordinate and successfully deliver engaging event experiences** for CERRE's conferences, webinars, high-level debates and other public or private activities. You will also contribute to the promotion of our events across multiple channels and work with different stakeholders to develop effective campaigns.

Job description

- Organise CERRE's **physical, hybrid and online events**:
 - o Draft, design and proofread event communication materials;
 - o Invite and liaise with speakers, incl. preparation of speaker briefings;
 - o Source and liaise with venues, suppliers, caterers and logistics contractors;
 - o Draft and disseminate audience invitations;
 - o Prepare and manage registrations;
 - o Run audiovisual logistics (Zoom/Teams/online event platforms) and social media live streams (YouTube/Twitter/LinkedIn);
 - o Address technical requirements;
 - o Ensure appropriate promotion and coverage (along with your team's colleagues);
- Maintain a **calendar of competing events** for easier scheduling and organisational planning;
- Integrate new technology, methodologies, tools, and techniques to **enhance event delivery and participant satisfaction**;
- Carry out member and participant **satisfaction surveys**, analyse results, and suggest changes;
- Prepare appropriate **metrics and reporting tools** to track and monitor the performance of events;
- Etc.

Profile

- You are a **dynamic self-starter**; you are positive, entrepreneurial, ambitious, solution-focused, result-oriented and resilient;
- You are an **efficient communicator**, concise in your written and oral expression;
- A **team worker**, you have great interpersonal skills and can interact at all levels;
- You are **rigorous**, have **outstanding attention to detail** and are **demanding** for yourself as well as for your co-workers and contractors;
- You have great **organisational and project management skills**, ability to multi-task and prioritise effectively under deadline pressure.
- Minimum 3 years of event organisation and communications experience, ideally in a European environment;
- Experience in production of hybrid and digital events, use of online platforms such as Zoom or Teams, and collaboration with audiovisual service providers;
- Excellent command of written & spoken English (French and/or other languages a plus);
- Proven experience in preparing a range of event communications materials (event descriptions, invitations, website content, social media messaging);
- Strong digital skills including experience with MS Office, website content management systems (particularly WordPress) and email marketing services (e.g. MailChimp);
- Experience in producing reports of event campaign results, maintain regular measurement of the campaigns' ROI.

Offer

- CERRE offers you:
 - a dynamic, multicultural, quality oriented and intellectually **stimulating work environment** in very nice offices in Brussels (Avenue Louise/Bois de la Cambre);
 - **exposure** to senior policy, regulatory, corporate and civil society stakeholders as well to leading academics, in Europe and beyond;
 - the opportunity to **gain valuable experience** in European policy making across the energy, mobility, tech, media and telecom sectors;
 - a **permanent and full-time contract**;
 - a very **competitive compensation package**.

The positions are based in Brussels (Avenue Louise/Bois de la Cambre). Candidates should possess the right to work in Belgium/the EU and are ideally able to start as soon as possible. Competitive packages are on offer.

To apply for this position, **send by 7 July 2022** a motivation letter and your CV to communications@cerre.eu with 'Events Officer [*Name of the applicant*]' in the subject line. Please note that interviews will start on a rolling basis upon receipt of applications; you are therefore encouraged to **submit your application before the above deadline**.