

## Enum

### Vacancy: Events and Logistics Assistant

#### Who we are and what we do

The Federation of European Microbiological Societies (FEMS) is a coalition of more than 50 Member Societies from 38 countries, a diverse network of 30,000 individual microbiologists. Our central office is a small international team based in Delft [currently working from home] but we work with hundreds of individual scientists, partners, and suppliers across the globe.

Our commitment is to help support microbiologists to do their work, promote the best in microbiological research and knowledge to the world, and bring microbiologists together to share that knowledge, including through scientific congresses and symposia. We are growing the number and variety of events and so need an enthusiastic and hardworking Events and Logistics Assistant to expand our events team. We aim to create an engaged community of researchers, scientists and academics connected with FEMS and increasing participation at our events is a long-term aim.

As a not-for-profit organization, we reinvest our revenues into supporting microbiologists throughout their career, publishing and promoting scientific research in our journals and organizing events to bring scientists together.

#### Events and Logistics Assistant role description

The Events and Logistics Assistant will contribute to our diverse events programme in a variety of ways and will involve working on events from small summer schools to international congresses. These events will be both in-person, across Europe, and online. We are looking for someone with excellent organization and time management skills, able to deliver great customer service, to support the smooth running and timely delivery of the full events programme. Tasks will include regular external communication with speakers, participants, suppliers, and sponsors. Some events will be organized in collaboration with local Professional Conference Organizers (PCO) while others will be managed in-house. The role is varied as planning for events can be many months in advance. Planning and preparation is therefore as important as hands on problem solving. These tasks will be overseen by the Events and Communications Project Manager, but the role requires the ability to work with initiative, without supervision, and to be confident in communicating with experts, both from the field of microbiology and events specialists.

An understanding of microbiology is not necessary, although experience of scientific and academic events would be an advantage as it requires an understanding of the academic community and its

culture, and a basic level of scientific literacy. It is a role for an individual looking to grow their skills and experience with a positive attitude, willing to learn additional skills quickly on the job.

**What the job requires from you:**

- the day-to-day logistical management of our events, including assisting with registration and communication with speakers, participants, sponsors and suppliers
- assisting with the planning, preparation, and project management of events
- administering the events sections our website: editing and drafting webpages for new events
- helping to draft and distribute our newsletters
- fulfilment of print communication campaigns
- attending events around Europe to represent and promote FEMS
- liaising with Events Officers in our Member Societies to build connections and collaborations
- developing your skills in social media management, copy writing, and marketing and communications

**Essential requirements:**

- right to work in EU
- a good and open communicator able to manage relationships with people from many cultures, ages, backgrounds, nationalities, and perspectives
- experience of events planning and management
- ability to work independently, think creatively and problem solve
- excellent fluency in written and spoken English
- a collaborative attitude
- proficient in the use of Microsoft Office software (Excel, Word, PowerPoint, Outlook)
- willingness and aptitude to learn new skills, software, and knowledge on the go, and reflect on your own work and output regularly

**Desirable skills:**

- experience of working with academic professionals
- formal Project Management qualification (eg. Prince2)
- data analysis skills
- experience with social media tools e.g. TweetDeck, Hootsuite, Buffer, Keyhole etc.
- experience using Google Analytics

**The benefits of working at FEMS**

We are a positive and supportive organization and foster an atmosphere of inclusion and equal opportunities. We are keen to attract highly talented individuals from a diverse range of backgrounds and welcome applications from people of all experiences and promote family-friendly and flexible working practices.

FEMS Business Office, Delftechpark 37a, 2628 XJ Delft, The Netherlands  
T: +31 (0) 15 302 0050 E: [fems@fems-microbiology.org](mailto:fems@fems-microbiology.org) W: [fems-microbiology.org](http://fems-microbiology.org)



**Federation of European  
Microbiological Societies**

### **What we can offer you:**

- Opportunity to grow and develop on the job, with plenty of training and support
- 8% annual holiday pay (due in May)
- 192 holiday hours per annum
- Travel costs to and from work (according to our terms and conditions)
- Generous pension plan (though this can be waived at the request of the employee)
- A light, spacious and well-equipped office in Delft, the Netherlands easily reached by public transport from Leiden, Rotterdam, or the Hague
- Cycle friendly workplace: copious bike locking space, and shower facilities

### **Contract Duration**

The initial contract for this role is for 12 months from the commencement of employment.

### **Remuneration**

This position will receive a gross monthly salary of between EUR 2444 and EUR 2686 per month, depending on experience.

### **How to apply**

To apply please send a cover letter and CV to [fems@fems-microbiology-microbiology.org](mailto:fems@fems-microbiology-microbiology.org) before the 23:59 on the closing date **21 February 2021**. Your cover letter should include your reasons for applying and your relevant experience. Applications are invited from across Europe and interviews will be via conference call and will not require travel to Delft.