

Vacancy: Events and Logistics

Who we are and what we do

The Federation of European Microbiological Society (FEMS) is a coalition of over 50 Member Societies from 41 countries, a diverse network of 30,000 individual microbiologists. Our office houses a small international team, based in Delft, 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. We are growing our reach, network and activities and are looking for an enthusiastic colleague to join our Events team.

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.

Role description

You 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 with CRM systems
- marketing and SEO experience
- intrinsic motivation to enhance processes
- 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

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- knowledge of or fluency in European languages
- able to travel

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.

What we can offer you:

- Working with a welcoming international, growing, innovative and enthusiastic team
- 8% annual holiday pay (paid in May)
- 192 holiday hours per annum (equivalent to 24 days)
- An employer that promotes family-friendly and flexible working practices and work-life balance
- Opportunity to grow and develop on the job, with plenty of training and support
- A light, spacious, well equipped, and comfortable office in Delft (the Netherlands) – easily commutable by public transport from Leiden, Rotterdam, or the Hague and the possibility to work (partly) from home
- Travel opportunities through Europe

Contract Duration

The initial contract for this role is for 6 months from the commencement of employment.

Remuneration

This position will receive a gross monthly salary of between EUR 2444 and EUR 3863 per month, depending on experience.

How to apply

To apply please send a cover letter and CV to fems@fems-microbiology.org before 23:59 on the closing date **15 September 2022**. FEMS may select candidates prior to this date. Your cover letter should include your reasons for applying and your relevant experience. Applications are invited from across Europe.