

# Europäischer Austausch

## European Exchange

### Event Manager (Part-Time, May-November 2025)

The European Exchange is seeking a reliable **Event Manager** to organize an international conference on a **freelance or fixed-term** basis. This role is ideal for candidates with **at least two years of experience** in event management, particularly in high-level conferences.

**Contract Duration:** 1 May – 30 November 2025

**Working Time:** Part-time (50%)

#### About us

Since 2005, **The European Exchange** has been dedicated to promoting democratic development in Europe and its neighborhood. Our work is guided by principles of **pluralism, open societies, and respect for human and civil rights**. We believe that **strong institutions, free elections, and civic engagement** are key to democratic governance.

The European Exchange holds the secretariats of two international platforms for civil society cooperation: the [European Platform for Democratic Elections \(EPDE\)](#), an association of European civil society election observation organizations, and the [KYIV DIALOGUE](#), an independent German-Ukrainian project association. Since 2019, the European Exchange implements the [Initiative Quorum](#), which seeks to strengthen the participation of citizens with migration history in Germany's political processes.

The work of the European Exchange is supported by German federal ministries, the European Union, and international foundations.

#### About the role

##### Responsibilities

- Manage preparations for a high-level international conference scheduled for September 2025 in Brussels, Belgium
- Ensure seamless coordination of all involved stakeholder groups
- Maintain clear and effective communication with internal teams, external contractors, and stakeholders
- Invite and manage speakers and guests
- Oversee deadlines, task scheduling, and event logistics in cooperation with the EPDE management, the communications, and finance teams
- Assist in the management of other events at European Exchange

#### Your profile

##### Experience and Skills

- **Minimum 2 years** of experience in **event management**, especially in **conferences and/or political events**
- Bachelor's or Master's degree in a related field (political studies, international relations, area studies), advanced knowledge of (domestic) election observation is a plus
- Excellent communication skills (both in written and verbal)
- Strong **attention to detail, organizational skills, and reliability**

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- You can keep calm in a fast-paced and sometimes stressful event environment.
- **Experience with project/event management tools** (e.g., Kanban, Monday.com) and **Microsoft Office**

### Languages

- Good command of English (required)
- Good German skills (required)
- Knowledge of another European language (French, Ukrainian, Polish) is a plus

### Additional Requirements

- Work permit for Germany
- Willingness to travel occasionally for work

### What we offer

- You will work with a very agile, diverse, international team and appreciative work environment
- Flat hierarchies and short communication channels
- Modern loft office in Berlin-Kreuzberg, close to the Landwehrkanal
- Fixed-rate remuneration for the entire contract duration, oriented at TvÖD (public sector pay scale)

### How to apply

Please send in your application latest by **15 April 2025** (earlier applications will be considered before this deadline) including your

1. CV
2. Cover letter
3. References
4. Salary expectations

in one pdf file to [job@european-exchange.org](mailto:job@european-exchange.org)

The European Exchange is an **equal opportunity employer**. We welcome applications regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, or disability status.

If you have any questions about this posting, please contact the following email address:

[job@european-exchange.org](mailto:job@european-exchange.org).

***We look forward to your application!***