

Europäischer Austausch

European Exchange

Event Manager (Freelance, September-December)

The European Exchange is seeking to hire a reliable event manager to organize an international conference on a freelance basis. This posting is ideal for someone with 2 or more years of experience in event management, particularly with high-level conferences.

The contract duration will run from 1 September to 31 December 2024.

About us

Since 2005, The European Exchange is committed to the democratic development of Europe and its neighbourhood. We are committed to pluralism, open societies, and respect for human and civil rights. Strong institutions, free elections, and citizen control of government action are fundamental prerequisites for this.

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:

- preparation of a high-level international conference set to take place in December 2024 in Brussels, Belgium
- Ensure seamless coordination of all involved stakeholder groups
- Maintain clear and effective communication with internal teams, external contractors, and stakeholders
- Invitation of speakers and guest management
- Oversight over deadlines, scheduling of tasks in cooperation with the EPDE management, the communication department, and financial department
- Tasks in the management of other events at European Exchange

Your profile:

- You have 2 or more years of experience in event management, especially in conferences and/or political events
- You have a Bachelor or Master degree in a related field (political studies, international relations, area studies), advanced knowledge in (domestic) election observation is an asset
- You have excellent skills both in written and oral communication
- You are quality-oriented and strive for an accurate and reliable work performance

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- You have a very good command of English; good knowledge of another European language (Ukrainian, Polish, Russian) is an asset
- You have permission to work in Germany
- You can keep calm in a fast-paced and sometimes stressful event environment.
- You are prepared for occasional business trips
- You have experience in working with project/event management tools and methods (like Kanban, Monday, etc.) and usual Microsoft Office tools

What we offer:

- You will work with a very agile, diverse, international team and appreciative work environment
- Loft office in Berlin Kreuzberg close to the Landwehrkanal
- Flat hierarchies and short communication channels
- Fixed-rate remuneration for full duration of service

How to apply:

Please send in your application latest by 20 August 2024 (earlier applications will be considered before this deadline) via [our online form](#) and upload your

I. CV

II. Cover letter

III. References

IV. Remuneration expectations

in one pdf file: <https://wsrdq71416d.typeform.com/to/I7WwD014>

The European Exchange is an equal opportunity employer. We employ and hire regardless of applicant's race, color, religion, sex, 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.

We are looking forward to your application!