

Events coordinator

JOB DESCRIPTION

Reports to: Events Manager

Location: EASL Office in Geneva, Switzerland

Occupation: 100%

EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER OFFICE EVENTS COORDINATOR (GENEVA – CH)

The European Association for the Study of the Liver (EASL) is looking for a new Events Coordinator. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

About EASL

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings.

EASL acts as an advisor to European and national health authorities, and in 2015 opened a Brussels office to support these activities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts approximately 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

About EASL events

On top of the annual meeting, EASL organises various educational events all around Europe every year, such as but not limited to:

- The International Liver Congress[™] (ILC) is the annual congress of EASL. It lasts 5 days and attracts around 10,000 participants from over 120 countries.
- The Monothematic conferences - twice a year, welcome around 200 participants
- The Hepatocellular Carcinoma (HCC) Summit and Non-alcoholic Fatty Liver Disease (NAFLD) Summit - once a year, welcome around 450 participants
- The EASL - American Association for the Study of Liver Diseases (AASLD) Endpoints – once/twice a year, co-organised with the AASLD, welcome around 200 participants
- The Clinical and Basic Schools of Hepatology – three times a year, welcome around 30 participants
- The Masterclass - once a year, co-organised with the AASLD, welcomes around 30 participants

The position

The Events Coordinator under the direction of the Events manager and in collaboration with the Events assistant is responsible for leading and overseeing specific events.

In addition, the Events coordinator will be in charge of various specific projects for the annual Congress.

This varied role may include, but is not limited to, the following responsibilities:

Major functions and responsibilities

- Manage the event allocated budget and report to the Events Manager
- Source venues adapted to the needs of the Association and site inspections
- Negotiate contracts with hotels and venues and any other provider required
- Communicate and collaborate with other internal departments to ensure a smooth planning process
- Coordinate all audio visual (AV) and information technology (IT) requirements with our partners
- Coordinate shipment and material handling
- Oversee the registration process and generic dedicated emails boxes
- Onsite operations leader or executor depending on events
- Bookkeeping, invoice management, closing of event accounts and production of event final report
- Follow implemented processes and suggest new ones

Requirements

Minimum required education and experience

- At least 3-4 years of experience in the events management preferably in the medical field
- Education in the events or hospitality business
- Fluent in English. French or any other language is a plus

Key strengths

- Ability to travel (approx. 6-8 times per year)
- Ability to work efficiently and independently, especially during times of high volume and strict deadlines
- Excellent interpersonal and oral communication skills, with a strong ability to work well within a team structure
- Flexible attitude – adapting to changing priorities and not reluctant to reframe a project if needed
- IT skills (including advanced Microsoft Office)
- The ideal candidate will be motivated, enthusiastic, and a positive person

Other details:

- This position is wholly based in Geneva (Switzerland)
- The candidate needs to have the legal right to work in Switzerland

Please send a cover letter with your CV to the EASL office attn. Ms. Sofia Blomqvist at sofia.blomqvist@easloffice.eu, before June 25th, 2018.

For further information, please contact the EASL Events Manager, Ms. Céline Schultz at celine.schulz@easloffice.eu, phone +41 (0) 22 807 29 79.