



22 October 2018

PES Vacancy notice: Events assistant (full-time)

The Party of European Socialists (PES) is looking for a full-time assistant to help our Events team prepare for the European elections in May 2019. PES is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 33 full member parties from the 28 EU member and Norway. In addition, there are eleven associate and ten observer parties. Our team is European and our office is based in Brussels.

Job description:

The Events Assistant is part of Events team, works under the day-to-day supervision of the Senior Events Coordinator and resonates under the responsibility of the Deputy Secretary General in charge of Events and Finance. The assistant Events helps with the Planning and Organisation of Events and meetings of the PES. Such as:

- Congresses and Councils
- Press conferences
- PES Trainings and Activists Events
- Events with member parties

Tasks assigned, to help with:

- Advance planning of Events: conducting research, making site visits for booking a suitable venue or location for events and meetings;
- You provide administrative and organizational support and help the team prepare the planning;
- Gathering information to help calculating and the drafting budgets, asking for quotes and tendering of events services, monitoring financial follow-up and invoicing, financial reporting of events, drafting and checking of cost sharing agreements and staying within the agreed budget
- Prepare the monthly Events calendar;
- Liaising with police and security teams for security issues;
- Contact member parties' Events teams and partners on logistical issues;

- Help with the registration lists and badges for Events;
- Helps with room layouts and technical requirements;
- Supports the Senior Events Coordinator with post-event evaluation;
- Coordinating staffing, guests and consultants requirements such as hotel bookings and booking flights and draft overviews;
- Respecting that internal procedures regarding Events, Budgets and campaigns are being met;
- Follow up with suppliers and translators, including following up invoicing;
- Help with the drafting and sending of correspondence such as e-mails, invitations, thank you letters and help keeping the agenda by planning appointments;
- Contributing to other duties as assigned

Profile:

- You are an organizational talent, punctual, friendly and pro-active;
- You are a dynamic person who is accurate and likes to solve problems;
- You have a high degree of political awareness and commitment to the core values of the PES;
- You are flexible, stress resistant and have the capacity to improvise;
- You preferably have experience in the field of communication and campaigns;
- You have excellent English and French language skills, and write and speak at least 1 other EU language;
- You are a flexible team-player with a high degree of motivation and pro-activeness;
- You have a good command of office IT and social media skills;

Offer:

- We offer you a paid full-time position as assistant, from 12 November 2018 until 30 June 2019;
- Assistance with moving to Brussels;
- Frequent travel is part of the job

How to apply:

Please send your application letter, accompanied by a detailed CV attached to your email to the attention of Marije Laffeber, Deputy Secretary General, by **31 October 2018**. Mention the following in the subject field of your e- mail: **application Events Assistant: hr@pes.eu**.

The PES promotes gender balance and equal opportunities for women and men and is subject to Belgian law.