



ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability. The World Secretariat is based in Bonn, Germany.

We work in a multicultural, international environment with colleagues and partners around the globe. We seek highly motivated, pro-active and experienced candidates for the position of:

Junior Officer, Global Events

The successful candidate will be a part of the international ICLEI World Secretariat team based in Bonn, Germany and will be placed within the Global Events & Knowledge Management team. The team serves key organizational functions for the World Secretariat and the entire global organization, including global data and knowledge management and organization key global events.

Current global events that the candidate will be expected to support on:

Daring Cities is a Global Virtual Forum taking place annually, which is designed to empower urban leaders – such as mayors, city councilors, administrators, and urban thought leaders, as well as national government representatives, researchers, technical staff, business leaders, civil society decision-makers and community organizers – to tackle the climate emergency. The 2022 edition of Daring Cities 2022 will feature high-level dialogues to understand why access to finance continues to plague efforts to advance critically needed climate action at all levels of government. In addition, local and regional governments and their partners that have employed innovative solutions to local climate finance will share their learnings and experiences, helping others benefit from their pioneering efforts and hopefully replicate them in their own jurisdictions.

UNFCCC COP27 in Sharm El Sheikh has the potential to be recognized as the moment to kick-off the second phase of the Paris Agreement where multilevel action will become the essential element for successful delivery. Under these conditions, ICLEI as the LGMA Focal Point firmly believes the value, importance and the opportunities of convening the Multilevel Action Pavilion at COP27 Blue Zone and thereby is planning to reserve a space at COP27 Blue Zone to host not only sessions, but also bilateral meetings, an office, a networking space and a dedicated zone for African cities and regions.

Main Tasks:

- Support the coordination of virtual events, virtual meetings and webinars hosted and organized by the ICLEI World Secretariat;
- Support the planning, integration and use of virtual tools and platforms to deliver high-quality, interactive and engaging virtual events;
- Support the training of ICLEI staff in effective use of virtual event tools and platforms;
- Support the briefing and training of speakers and facilitators of virtual events to ensure high-quality, well-executed events;





- Support the preparation and dissemination of event marketing and promotional communications to attract target audience groups to register to and attend ICLEI's virtual events;
- Support the promotion of upcoming virtual events through new and existing social media channels;
- Support the management of the event email account incl. the communication with participants, the registration process;
- Support event logistics incl. communication with service providers;
- Support the maintenance of event websites, including the updating of content related to program, speakers, and event logistics of virtual events and webinars.

Additional Tasks:

- Keep up-to-date with the wide variety of virtual event tools and platforms available on the market, helping to inform ICLEI's decision-making process on which platform and/or tool to use for each virtual event it organizes;
- Support other tasks and functions of the ICLEI Global Events & Knowledge Management team as needed.

Main Requirements

- 1-2 years of work experience related to the organization of virtual or hybrid events;
- University degree (or equivalent) in a relevant subject such as Event Management, Marketing, Business Administration, Sustainability Studies, Political Science or similar. A relevant Masters' degree is highly desirable;
- Creative and proactive attitude in teamwork;
- Fluency in written and spoken English;
- Confident user of Microsoft Office.

Advantageous:

- Experience organizing virtual events, as well as experience organizing events designed for local and regional governments as a primary target audience
- Experience with social media management and events promotion
- Experience working with non-for-profit and/or membership organizations
- Proficiency in other languages is an asset, especially German, French, or Spanish
- Proficiency in WordPress CMS for website content management

Terms and conditions:

- The position will be available as of 01 September 2022. The Junior Officer, Global Events reports directly to the Head of Global Events & knowledge Management.
- One year contract, with the possibility of extension
- The employment contract will be based on German law including visa/work permit
- Annual Salary: Starting at 31878,24 EUR (full time)) before tax and social insurance fees, with the final salary to be determined based on the chosen applicant's experience.
- Working hours: 40 per week (full time), paid leave: 30 days per year (full time)
- Three month probation period
- Working language: English



Application:

By email to [careers \(dot\) bonn \(at\) iclei \(dot\) org](mailto:careers(dot)bonn(at)iclei(dot)org) with "Junior Officer, Global Events" in the subject line and send us:

- Indication of citizenship and/or work permit for Germany
- Indication of possible start date
- All relevant documents (letter of motivation, CV (Euro pass format preferred), employment certificates) and information merged into one pdf. of up to 5 MB size
- For data protection information read our disclaimer and privacy policy on our website

Please note that applications received after the deadline cannot be considered

Applications will be reviewed continuously upon arrival. Therefore submitting your application as soon as possible is advisable. The ICLEI World Secretariat shall only contact those applicants shortlisted for this position.

Equal Opportunity and Employment Policy

ICLEI World Secretariat's hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, national origin, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

Application Deadline: 19 August 2022

ICLEI – local governments for sustainability e.V. (World Secretariat)
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