Job Opportunity in Bonn, Germany

Join ICLEI – Local Governments for Sustainability!

Application Deadline: 10 August 2023

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 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 Global Events team at the ICLEI World Secretariat helps the organization realize its Vision by planning and implementing key global events that convene its Members and partners and facilitate active exchange among cities, towns and regions to share good practice and collectively advance local sustainable development worldwide.

The ICLEI World Congress is the premier assembly for cities, towns and regions in the ICLEI Network that brings together hundreds of local and subnational governments, international agencies, national governments, donors and other partners from around the world to set the course for globalizing urban sustainability. The ICLEI World Congress 2024 is set to be hosted in June 2024 and will be an opportunity for cities, towns and regions to showcase, celebrate and exchange on a sustainable urban future.

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

Junior Officer, Global Events

The successful candidate will be a part of the Global Events team at the ICLEI World Secretariat in Bonn, Germany.

Responsibilities:

Participants Management and Registration

- Support the coordination of the registration of participants for both in-person and virtual events (incl. letters and payments);
- Support the participation of funded participants incl. coordination with ICLEI regional offices, assisting with travel booking, accommodation and reimbursements;
- Assist with and maintain an overview of registered participants and funded participants;
- Assist with event invitations including supporting maintenance of the invitation overview;
- Assist with visa support letters for ICLEI Members requiring visas to attend the ICLEI World Congress 2024;
- Support the drafting of logistical information for registered participants, including both in-person and virtual attendance.
Events Logistics

- Support the management of the event email account incl. the communication with participants and the registration process;
- Support the development and maintenance of an FAQ on the event website with information regarding participation, event logistics, and accessibility;
- Support event logistics incl. communication with the venue and service providers;
- Track logistical information (contact information, accommodation, travel, fees, etc.) for event participants, speakers, VIPs, partners, and staff;
- 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 development and implementation of a participant networking plan;
- Support maintenance of event web pages as needed.

Support other tasks and functions of the ICLEI Knowledge Management and Global Events team as needed.

Main Requirements

- Ideally 2 years of work experience addressing organization of international events;
- University degree (or equivalent) in a relevant subject such as Project or Event Management, Marketing, Business Administration, Urban Planning, European Studies, Political Science or similar. A relevant Masters’ degree is highly desirable;
- Experience with web editing (WordPress or other CMS);
- Creative and proactive attitude in teamwork;
- Fluency in written and spoken English;
- Confident user of Microsoft Office.

Advantageous:

- Experience working with non-for-profit and/or membership organizations;
- Experience with event communications and promotion;
- Experience with events for cities, regions and towns;
- Proficiency in other languages is an asset, especially German, French, Portuguese or Spanish;
- Familiarity with Mail Chimp;
- Familiarity with desktop publishing software (preferably InDesign);
- Familiarity with PowerBI.

The successful candidate:

- Is dedicated to the team focus in global event management;
- Works well as part of a team, but also independently with a focus on quality and timely delivery;
- Is proactive, highly motivated, well organized, and attentive to detail;
• Is able to work under pressure with changing priorities and tight deadlines.

Terms and conditions:

• The position is available from 01 September 2023, at the ICLEI World Secretariat in Bonn, Germany;
• The contract will have a limited duration of 1 year, with the possibility of extension;
• ICLEI is offering an annual salary of 32.675.20 Euro before tax and social insurance fees, with the final salary to be determined based on the chosen applicant’s relevant experience;
• Probation period is three months;
• Working hours: 40 per week;
• Work from home practice available, but limited to 10 days per month;
• 30 days of paid leave per year;
• Working language: English;
• The employment will be based on German laws;
• International travel may be required;
• Communication with partners around the world may require work outside of normal office hours;
• The Junior Officer reports to the Head of Global Events;
• The contract will be based on German laws.

Application:

• By email to careers (dot) bonn (at) iclei (dot) org
• Please include “Junior Officer, Global Events” in the subject line and send us:
  o Relevant documents such as letter of motivation, CV, employment certificates merged into one pdf. of up to 5 MB size
• Indication of the possible start date
• For data protection information, please read our disclaimer and privacy policy on our website: https://iclei.org/en/disclaimer.html

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 based on their relevant qualifications and competencies.
Please note that applications received after the deadline cannot be considered.

Kindly note, that applications are 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.

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ICLEI e.V. World Secretariat
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn Germany