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.

To support the Global Events & Knowledge Management team, we are offering the following position:

**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.

**Tasks:**

**Main responsibilities:**
- Support the coordination of the registration of participants incl. visa letters and payments;
- Support the participation of funded guests incl. assisting with travel booking, accommodation and reimbursements;
- Assist with and maintain an overview of event invitations.
- Support the management of the event email account incl. the communication with participants, the registration process;
- 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 maintenance of event websites, including the updating of content related to program, speakers, and event logistics.

**Additional tasks:**
- Support the technical preparation and hosting of virtual meetings, webinars and event sessions
- Support other tasks and functions of the ICLEI Global Events & Knowledge Management team as needed.

**Requirements:**

**Main requirements:**
- 1-2 years of work experience related to the organization of international 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 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 1 September 2021. The Junior Officer Events reports directly to the Officer Global Events
• 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 30526 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 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

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.

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. In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content.

Application Deadline: 6 August 2021

ICLEI – local governments for sustainability e.V. (World Secretariat)
Careers
Kaiser-Friedrich-Strasse 7
53113 Bonn
Germany