

JOB OPPORTUNITY – May 2022

EVENTS COORDINATOR

Job Title:	Events Coordinator
Hours:	40 hours per week
Location:	Barcelona, Spain
Expected start date:	June - July 2022

JOB DESCRIPTION

EATRIS and Teamit are looking for a joint Events Coordinator to support both organisations in the running of vibrant events programmes that capture the interest and imagination of stakeholders and stimulate engagement within their ecosystems. The successful candidate will join the Communications teams at both organisations and will report to EATRIS and Teamit Communications Directors.

MAIN RESPONSABILITIES

- Organising and delivering event programmes, including virtual, hybrid and face-to-face events, addressed to both internal and external audiences.
- Conducting administrative work and attendee management for events, including sending out reminders, liaising with speakers and participants about logistical and programme information.
- Providing logistical and administrative support for events.
- Implementing a communications workflow for the event.
- Developing and maintaining a robust database of key stakeholders and using it to devise audience distribution lists for events and related activities.
- Attending events (both online and offline) to support with breakout sessions, troubleshooting and solving issues for participants and speakers, and disseminating event materials.
- Conducting event follow-up to monitor attendee satisfaction and harvest testimonial content from attendees. Analysing attendee lists and promotion efforts to improve future events.
- Coordinating the recording, archiving and accessibility of events, and adding slides and other materials to the relevant digital platforms.
- Running some of the flagship EATRIS event series, including EATx, TMex, EATRIS-Plus, and Horizon funding. Also support events for Teamit Research and EATRIS European funded projects (IMI/IHI, H2020, HE).
- Supporting routine communication tasks, such as running trainings to support the communication efforts of Teamit and EATRIS communities.
- Management of Events Outlook Calendars.
- Ensuring brand guidelines are adhered to for all materials and collateral.
- Ensuring that all materials are GDPR compliant, inclusive, diverse and gender balanced.

PERSON SPECIFICATION

Qualifications, experience and knowledge

- 3+ years professional experience in event management;
- BSc/BA in PR, marketing, hospitality management or related field;
- Demonstrating understanding of what makes a successful digital campaign and experience of delivering to more than one audience;
- A solid understanding of the use of a range of social media platforms and scheduling tools;

- Experience using event management, webinar and videoconferencing platforms such as Zoom, Microsoft Teams and Eventbrite;
- Proven competences using Microsoft Office, SharePoint and experience with a CRM (e.g. Dynamics);
- Working knowledge of electronic survey tools (e.g. MS Forms, Cognito forms, Survey Monkey);
- Experience using analytics tools (such as Google Analytics, Twitter Metrics, Facebook Page Insights);
- Brand management experience;
- Some experience with basic video editing and/or graphic design softwares;
- Knowledge of website content management systems (e.g. WordPress) and email marketing systems (e.g. MailChimp).

Skills and abilities

- Excellent writing and communication skills in English;
- Fluent in Spanish is desirable;
- Team player who is comfortable working in a multicultural and interdisciplinary environment;
- Self-motivated, service-oriented, flexible and able to prioritise and meet agreed deadlines;
- Proactive approach to tasks, comfortable taking responsibility and ownership of tasks and one's own work;
- Committed to providing a responsive and helpful service;
- Willing to try new ideas which may improve outcomes;
- Excellent interpersonal skills, including diplomacy and discretion and the ability to work with staff and individuals at all levels;
- Outstanding organisational skills and a high attention to detail;
- Able to travel when a project requires.

About Teamit

At TEAMIT, we believe that international multistakeholder collaboration in innovative biomedical research can deliver better health for all. To fulfil this vision and actively contribute to the advancement of health research, we support large and ambitious multi-disciplinary projects, well-founded partnerships, and observational study networks across Europe. Our areas of expertise include international project management, consortium building and governance, knowledge transfer, communication and dissemination, and sustainability and exploitation of results so that innovative research ideas grow into successful projects and deliver far-reaching impact. We also specialise in the scientific management of multinational drug safety and pharmacoepidemiology research, through Teamit Institute, a spin-off of Teamit Research. Find out more [here](#).

About EATRIS

EATRIS is the European infrastructure for translational medicine. We bring together resources and services for research communities to translate scientific discoveries into benefits for patients. We provide access to a vast array of pre-clinical and clinical expertise and facilities that are available within 115+ top-tier academic centres across Europe. We focus on improving and optimising preclinical and the early clinical development of drugs, vaccines and diagnostics, and overcome barriers to health innovation. Our research infrastructure offers a broad range of research services for both academia and industry across various research fields. In addition, we work with public funding agencies, charities and policy makers with tailored actions to help improve the translational research and innovation ecosystem. Find out more [here](#).

WHAT WE OFFER

- Fast-paced, multicultural environments comprising 40+ highly skilled colleagues from 12+ countries, take pride in European collaborations and accelerating impact for patients;
- Competitive remuneration package;
- A broad European network of biomedical researchers and innovation experts;
- A central office location in the impressive Modernist site of Sant Pau in Barcelona;
- Industry standard professional IT hardware and software to support your work;
- Opportunities to support your career progression;
- EATRIS and Teamit are both Equal Opportunities Employers. The organisations are committed to ensure that no one is discriminated against on the basis of gender, age, race, colour, ethnic origin, physical disability, marital status, sexual orientation, caring or parental responsibilities, or belief in any matters including religion and politics.

APPLICATION PROCESS

Please send a copy of your CV and a letter of motivation (in English) by 30th May 2022 to bespanol@teamitresearch.com. Please note that a reference check is part of the selection process. Please note that only candidates with a valid work permit or who have the right to work in the EU can be considered.