



Events Consultant and Programme Coordinator

Deadline for applications: 31.12.2024 (application as soon as possible is advisable)

Location: Brussels

Experience: 3-5 years

Hours: Full time

Starting time: As soon as possible

CLERENS is looking for a full-time Event Consultant and Programme Coordinator with **at least 3 years of proven experience** in the management of events.

The Consultant will join CLERENS Communications and Events department, responding directly to the Events Manager.

Position Summary

As an event consultant at CLERENS, you are responsible for the **management, planning, and delivery of online and physical events, with a focus on agenda coordination.**

Main responsibilities include:

- **Planning and executing virtual, hybrid and live events**, including:
 - Managing guest list, speakers, VIPs, and coordinating attendees;
 - Setting-up and coordinate virtual event platforms, web conferences and live streams, logistic etc.
 - Defining sponsorship packages, identifying sponsors and other fundraising opportunities, in coordination with the event manager and client;
 - Coordinating suppliers;
 - Supporting with agenda setting and coordination of the agenda advisory board.

- **Planning and executing promotional activities**, including
 - Supporting the rollout of marketing and communication campaigns in the context the events you will organise;
 - Drafting, articles, presentations, and other communications material;
 - Designing, editing and overseeing the publication of printed material;
 - Managing and updating events' websites, social media, databases, and mailing lists;
 - Cultivate and manage media relationships to ensure coverage for the events.

- **Liaising with clients**, including:
 - Advising clients on event format;

- Collecting clients' inputs;
- Providing relevant reporting to multiple stakeholders (internally & externally).

- **Managing and coaching junior staff;**
- Establish strong relationships and ensure collaboration with colleagues from other departments, internal and external stakeholders.
- Perform administrative tasks as needed.

Requirements and Competencies:

- 3-5 years of proven experience working in a consultancy, EU association or similar in the field of environment and energy or mobility;
- Extensive knowledge and prior use of MS Office, SharePoint, Mailchimp, WordPress, the Adobe package, Teams, Zoom and social media;
- Experienced with **Accelevents, CVENT, Whova, Zoom, Teams** or similar;
- Proven experience with physical and online event management;
- Good presentation skills;
- Interest in expanding the knowledge about energy and environment policies.

- Ability to manage multiple parallel projects while respecting strict deadlines, Flexibility and initiative when confronted with dynamically shifting priorities
- Be self-driven and organised and able to positively influence others to achieve results;
- Understanding of EU advocacy and lobbying procedures;
- Customer-oriented, open-minded, and creative;

- Fluency in English, any additional European languages are an asset;
- University or advanced degree;
- Availability to travel occasionally within Europe.

We Offer:

- A permanent contract;
- A remuneration package suited to your experience, hospitalisation insurance and meal voucher;
- Possibility to work from home in Belgium 2 days a week;
- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving energy sector;
- Possibility to gain experience with events of more than 200 people;

- Possibility to gain experience with association environment.

Application PROCESS

Thank you for considering joining our team. To apply for this position:

- Please send your **CV and a 1-page motivation letter** to Ms Silvia Williams at jobs@clerens.eu, indicating “CLERENS Events Consultant” in the subject line.
- **LONGER OR INCOMPLETE APPLICATIONS MIGHT NOT BE TAKEN IN CONSIDERATION.**

Due to the expected high number of applications, only short-listed candidates will be contacted for interviews. Be aware that applications are reviewed continuously upon arrival. Therefore, **application as soon as possible is advisable.**

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels. We are specialised in advocacy, political and regulatory risk assessment, public funding and strategic communications. We have an in-depth expertise in energy, environment, climate and mobility.

We analyse the political landscape and how it relates to our clients’ business objectives to ensure they meet with key influencers, participate in formal consultations, and are involved in specific platforms where they can raise awareness on their position.

We are a multinational and multilingual team of consultants coming from different backgrounds, sectors, and disciplines. We are committed to offering our clients fresh strategic thinking and excellent networks.