

Application deadline: 1 August 2022

Events assistant

BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility.

	<i>We create systemic solutions that will move more people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

ABOUT THE JOB

The **Events assistant** will be part of the Communications and EU Affairs team of EIT Urban Mobility.

Events are an important component of EIT Urban Mobility’s communications strategy and play a pivotal role and channel for disseminating the success and impact of EIT Urban Mobility. Relevant events range from internally organised events such as the annual EIT Urban Mobility flagship event, a key strategic, high visibility event involving stakeholders from within the internal community; our partners, as well as high profile external guests, to smaller, governance and business cycle generated meetings such as the General Assembly. Several core events are organised by the headquarters; those that relate to our Business Cycle of project development and to our programmes, Academy, Business Creation, Innovation, City Club and Factory. Others events are organized by our Innovation Hubs and those belonging to programme activities, in most cases, by our partners.

The **Events assistant** will support the Events Manager with the planning, organisation and execution of the events to ensure appropriate content, messaging, speakers and attendees.

The job requires a lot of different things of which a few important ones are:

- Support the Events Manager with the coordination of all aspects of event production including: communications and content strategy, the creative brief, location scouting, branding and design, technical and broadcast requirements, scheduling, logistics (e.g., renting of the venue and supplier negotiation/contracts), stakeholder engagement, pre-event planning, content and message development, associated materials, working with the external agency to support promotional and advertising requirements
- Support with the development, delivery and review of policies and procedures for the delivery of effective events. This includes supporting with the development and maintenance of relevant processes and protocols across the organisation, including branding, messaging, supplier selection, agency management and strict adherence to procurement processes;
- Schedule featured guests to speak at events
- Support with managing & coordinating service providers contracts to include time of arrival, setup, & breakdown (e.g. design and building of exposition booths)
- Develop detailed “run of show” schedules for major events
- Manage the registration of attendees (including creating name badges, names on tent cards, seating assignments, etc)
- Provide innovative solutions to help solve issues as they arise
- Support during the event in all areas where needed for a smooth implementation of the event
- Support in debriefing/reporting of events

The position is based in **Barcelona**.

Permanent and full-time position, with possibility to homework up to 2 days a week.

No relocation expenses are assigned.

THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities and we are looking for someone who strives for making a difference together with other people

We also want you to have:

- Minimum 1 year experience in events organisation and events support or related fields;
- A comprehensive understanding of innovative communication tools and methods, including leveraging and maximising traditional and digital channels;

- Have been involved in the organisation of large-scale events combined with a high standard of quality in all events output;
- Knowledge of the mobility sector in Europe;
- Experience in working within the EU ecosystem;
- Experience in organising virtual events;
- Strong team player with the ability to navigate a highly complex organisational structure and operational processes of a growing organisation;
- Ability to work tight deadlines and across multiple projects;
- Self-starter, ability to use initiative, good work ethic with a can-do attitude.

To be a fit for this role:

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, who are passionate about disseminating knowledge, know-how, good practices and lessons learnt.

GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Spain.
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

EDUCATION

- Degree in Public Relations, Events, Communications, Marketing, Hospitality, or related field;
- Written and spoken English (C1), another European language is a plus.

OUR OFFER

- Permanent and Full-time position.
- No relocation expenses are assigned.
- Possibility to homework up to 2 days a week.

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given.
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

Format: Save your completed application form in **one single file** in PDF format.
File name: Name the file according to the model “*EITUM_first name_last name*”. For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*.
Email title: The subject field should read “*Events assistant. HR106-2022*”.
Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 1 August 2022

Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).