

## Vacancy announcement: Events and Communications Officer (IEA Amsterdam)

The International Association for the Evaluation of Educational Achievement (IEA) is seeking a **Events and Communications Officer** to join our team at the IEA in Amsterdam, The Netherlands. IEA conducts large-scale comparative studies of educational achievement and other aspects of education, with the aim of gaining in-depth understanding of the effects of policies and practices within and across systems of education.

### Job description and responsibilities

IEA has a strong reputation amongst researchers but our work is also relevant for policymakers, educators, media and the general public and is receiving increasing attention from these groups. The goal of our research is to get a better understanding of education systems and to use this knowledge to help improve education worldwide. Therefore, it is essential to increase the profile of our studies and their results.

In recent years, IEA has invested significant resources into expanding our communications and dissemination activities. Reporting to the Head of Communications, who is in turn line-managed by the Director of IEA Amsterdam, the **Events and Communications Officer** will support the wider communication team and be involved in the running of IEA-led events.

Key responsibilities for the position include:

- Supporting Communications team with different communications-related material and activities, such as proofreading and copyediting material for send out to a range of audiences;
- Managing a variety of aspects of event coordination for IEA's Annual General Meeting with representatives from member countries, our biennial International Research Conference, and IEA study launches;
- Coordinating IEA's involvement at conference exhibitions stands (virtual, hybrid and physical), webinars to promote upcoming IEA publications and research, or workshops;
- Organizing and contributing towards internal team building activities and social events;
- Understanding the requirements and details of each event;
- Virtual and onsite event management and logistics, including liaising with event partners;
- Managing the IEA website events sections and exploring news ways to build on the existing website structure;
- Budget control and negotiating favorable contracts and rates with stakeholders;
- Selecting, coordinating and booking speakers and venues (including virtual options);
- Point of contact for various event attendees and guests via email, phone or other;
- Preparing high-quality meeting agenda and material for attendees and guests;
- Oversee and produce event-related communications materials (invitations, giveaway material, etc.), together with IEA's Graphic Designer;
- Maintain an events calendar than enables and anticipates long term planning and effective management of future events;
- Reporting and tracking the success of IEA events through captured metrics and surveys;
- Keep up-to-date with new tools and opportunities that support with creating valuable experiences at IEA events.

## Knowledge and skill requirements

Candidates must have proven experience with coordinating events of up to 300 attendees. As many events have moved to an online format in the last year, demonstrating a confidence with online tools such as GoToMeeting, GoToWebinar, Zoom, Microsoft Teams, WebX, etc. is key.

The successful candidate will be a proactive team player with the ability to build and maintain strong relationships among internal and external stakeholders. They will possess strong planning and organizational abilities, initiative, attention to detail, exemplary communication skills (both written and verbal), and cultural sensitivity for working within an international context. Previous employment within an events management role in a research or non-governmental organization is preferred.

## Profile

- Right to work in the Netherlands;
- Minimum qualifications: 1) Bachelor's degree, preferably in event management, communications, or other relevant discipline and 2) no less than two years in a professional events management role, preferably in an international setting;
- Excellent written and verbal English communication skills (native or near native is preferred but not a must) and a confident public speaker. Additional language skills, especially Dutch and German, are a highly desirable;
- Excellent organizational skills, with strong attention to detail and commitment to ensuring accuracy across events materials;
- Experience with in-person, virtual and hybrid events is important;
- A born networker, ideal candidates will be confident reaching out and building strong relationships with internal and external partners;
- Ability to manage a busy workload with tight deadlines. Experience with event and/or project management tools are assets;
- A creative thinker, keen to explore new event formats and ideas to continually improve attendee experience;
- Motivated self-starter with the ability to initiate ideas and follow them through to completion;
- Diplomatic approach to working with internal and external stakeholders, cultural sensitivity and awareness of the challenges of working in an international organization;
- Strong interpersonal skills and ability to collaborate effectively with other partners in a global and multicultural environment;
- Experience with multicultural team work and the ability to travel.

## Additional information:

The position is **full time** and an initial one-year contract will be offered, with the opportunity to discuss possible renewal prior to the end of the contract term.

The working language for IEA is English. We welcome international and multilingual applicants.

**Desired starting date:** ASAP

**Closing date:** 26 January 2022

Interested candidates should send an application (cover letter, comprehensive curriculum vitae and desired salary range) by e-mail to [hr@iea.nl](mailto:hr@iea.nl). Please include "Events and Communications Officer (IEA Amsterdam)" in the subject line. For informal enquiries about this role, please contact Katie Hill, Head of Communications, [k.hill@iea.nl](mailto:k.hill@iea.nl). Homepage: <http://www.iea.nl>