

Vacancy Announcement: Events & Communications Officer (IEA Amsterdam)

We are seeking an experienced and highly organized Events & Communications Officer to lead and coordinate IEA's international events portfolio from our Amsterdam office. IEA is a non-profit that conducts high-quality, large-scale comparative studies of education across the globe. Our studies enable better understanding of the policies and practices that foster educational progress and play a critical role in helping nations build their own knowledge and research capacity.

About the Role

IEA has expanded its communications and dissemination activities in recent years, supported by a team covering publications, design, events, and communications. The Events & Communications Officer will report to the Head of Communications and work closely with the wider Communications and IEA teams.

This position carries responsibility for the planning, coordination, and delivery of IEA's major study-related events, conferences, workshops, and internal gatherings. The role requires strong project management skills, sound judgment, and the ability to anticipate needs well in advance.

This role is ideal for a hands-on events professional who thrives in structured environments, takes ownership of complex projects, and delivers high-quality experiences across virtual, hybrid, and in-person formats.

Key Responsibilities

Events Coordination:

- Lead the planning and execution of IEA study-related events, including international study releases;
- Lead the events planning for IEA's biennial International Research Conference, with the next one upcoming in Bangkok in 2027;
- Coordinate virtual, hybrid, and physical events promoting IEA publications, research, and workshops;
- Organize and contribute to internal team-building activities and staff events;
- Serve as the primary point of contact for event attendees, speakers, partners, and suppliers;
- Manage onsite and virtual event logistics, including technical coordination and run-of-show management;
- Select, negotiate, and coordinate venues, service providers, and speakers (including virtual platforms);
- Maintain and oversee the long-term events calendar to ensure strategic planning and resource alignment;
- Manage event budgets and negotiate favorable contracts and rates;
- Track and evaluate event performance using metrics and participant feedback;
- Stay informed about emerging tools and best practices to enhance participant experience.

Events Materials:

- Oversee and coordinate event-related communications materials (invitations, programs, promotional assets, giveaway materials) in collaboration with IEA's Graphic Designer;
- Prepare high-quality agendas and briefing materials for speakers and participants;
- Support maintenance of the events sections of the IEA website;
- Contribute to proofreading and editing communications materials when needed.

Profile

- Proven experience coordinating events of up to 300 participants;
- Demonstrated confidence with online event platforms (e.g., Microsoft Teams/Webinar, WebEx);
- Right to work in the Netherlands with the ability to travel regularly;
- Native English with excellent written and verbal communication skills and a confident public speaker;
- 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;
- Experience and interest in research is preferred, ideally within an educational context.

Why Work at IEA

- Join a leading international organization in educational research.
- Collaborate with diverse global partners and stakeholders.
- Be part of a mission-driven, supportive, and inclusive culture.
- Enjoy a centrally located office in Amsterdam and flexible work policies (IEA has a hybrid working policy, with a 60–40% working from office/home).
- Benefit from learning and development opportunities.
- A competitive compensation and benefits package.

The position is full-time and based in Amsterdam. An initial one-year contract will be offered, with the perspective for an unlimited contract—to be discussed before the end of the contract term. Interested candidates should send an application (cover letter, comprehensive curriculum vitae, and desired salary range) by e-mail to hr@iea.nl. Please include “Communications Officer” in the subject line. For informal enquiries about this role, please contact Katie Zuber, Head of Communications, k.zuber@iea.nl.

Desired starting date: asap

Closing date: 19 May

In-person interviews: Held on a rolling basis