



## EVENT MANAGEMENT

### JOB'S PURPOSE

As UNITEE's **Event Management Intern**, you will support our Event Manager in **all aspects of our events** to ensure that they are executed as smoothly as possible. Your task includes the event management not only at the venue, but also before and after the event.

You will also have the opportunity to **assist the rest of the team in its various tasks** (public relations and communication).

### Event management (60%)

Event planning: organise and assign

- Once an event has been proposed, help define the purpose/format and schedule of the event;
- Conduct researches to find relevant speakers (MEP, experts...)
- Define a tasks list and assign the tasks among UNITEE members;
- Help with the overall logistic organization of the event.

Event production: be available

- Ensure that every involved member of UNITEE involved performs its responsibilities;
- Be responsive to further requests or problems.

Post-event planning: follow-up and assess

- Collect the minutes and draft the report;
- Carry out a satisfaction survey

### Other (40%)

- Signal events to UNITEE team's members and organize attendance;
- Write articles for our Newsletter, Blog and/or Review;
- Contact MEPs and other European stakeholders;
- Undertake researches on a given topic;
- Conduct interviews;
- ...

### REQUIRED COMPETENCIES/ SKILLS

#### Interpersonal skills

- Ability to work both independently and in a team (with people from different cultural background) ;
- Ability to take initiatives and be creative (used to work with a lot of freedom and thus able to efficiently use it, namely to come with new ideas and proposals);

#### Communication and language skills

- Good oral and written communication skills (used to meet or get in touch with people at all levels, physically or on the phone);
- Excellent English

#### Other

- Uses MS Excel, MS Word and Power Point software in a proficient manner.