

Job Title: Events Coordinator and Membership Officer

Job Overview

Location: Preferred within Belgium but candidates from outside Belgium will be accepted as well.

Reporting to: EONS Chief Operating Officer (COO)

Starting date: As soon as possible

Contract Offer: 2 days per week initially, with an increase afterwards based on EONS needs.
Independent Contractor Agreement or Contrat à durée indéterminée (CDI)

Organisation

An exciting opportunity has arisen at the European Oncology Nursing Society (EONS) for an Events Coordinator and Membership Officer. EONS asbl is a Brussels-based not-for-profit organization with a membership of cancer nurses from across Europe. The Events Coordinator and Membership Officer will support EONS in its events related to European cancer nurses through Communication, Advocacy, Research, and Education.

Content of the role

The Events Coordinator and Membership Officer will support & coordinate events and membership activities, manage schedules, and ensure relevant tasks are completed on time and within budget. This individual will support EONS in fulfilling its 4 Pillars and should be a proactive communicator comfortable working across various levels in international society.

Summary of the Role

You will play a crucial role in providing proactive support related to various events (workshops/congresses/meetings), actively following up the membership relations, managing contact databases in line with GDPR regulations, and supporting the EONS Chief Operating Officer (COO) and Board in governance meetings. Your excellent communication skills will be key in liaising with internal and external stakeholders.

Supervisory & Reporting

Reporting to & supervised by the EONS COO.

Experience Required

We seek a skilled and experienced Events Coordinator and Membership Officer with a strong background in coordination and expertise in management of society membership. A bachelor's degree or equivalent with at least 4 years of related professional experience is required, or 10+ years of relevant experience in place of a degree. Previous experience in event and membership roles is highly valued.

Skills & Abilities Required

- Fluent in written and spoken English; other native languages would be a plus.
- European citizenship or holding an EU working permit.
- Strong organizational, project management, and problem-solving skills.
- Excellent interpersonal communication and presentation skills.

Responsibilities

Governance Support

- Provide logistic and document support for EONS governance meetings.
- Assist the COO in the preparation of agendas and timelines.
- Minuting Governance meetings (Board, General meeting, Advisory meeting).
- Deliver EONS elections process with full transparency.

Coordination

- Manage EONS' Grants & Awards.
- Ensure that the information regarding Awards and Grants on the EONS website is updated.
- Lead logistical arrangements for EONS' congresses/events and Research Workshops.

Membership

- Ensure good membership relations.
- Maintain contact databases in line with GDPR regulations.
- Respond to members' inquiries.
- Ensure transparent and accountable membership application processes.

Teamworking/Communication

- Support EONS Working Groups and other activities, if and when necessary.
- Send updated information to the EONS Communications Manager for the website and Newsletter.
- Assist the COO with ad hoc administrative tasks.
- Send out email alerts in cooperation with the EONS team.

The Role Offers the Successful Candidate

- Gain valuable exposure to the inner workings of a non-profit organisation.
- Be part of a team working towards improving cancer care across Europe.
- Contribute to the advancement of cancer nursing in Europe.
- Join an organisation committed to making a positive difference in the cancer world.
- Participate in and learn from working on various tasks, gaining valuable insights.
- Be part of an inclusive and diverse work environment.
- Competitive salary.
- Ad hoc general duties related to other areas of EONS administration work.

Application

Applicants must possess the legal right to work across Europe. Preference will be given to candidates who have completed their studies. If you are passionate about excelling in your job and developing your career in a respected international environment, please submit your **CV** and **motivation letter** to eons.secretariat@cancernurse.eu with the subject line " Events Coordinator and Membership Officer Application."

Application Deadline: 29 February 2024 (Note: Interviews will commence before the deadline.)

While we will acknowledge the receipt of each application, please note that we will only be able to follow up with candidates selected for the first interview stage.