



# Event Specialist

**Who we are:** Empower Amsterdam is a charitable foundation that supports non-Dutch speakers, who are unemployed, with free career coaching and workshops. As a team, we really care about the people we want to help. We are passionate about helping people who are unemployed stay positive about their situation so they do not spiral further into depression. We know that unemployment can feel hopeless and cause people to feel insecure about themselves. So our goal is change their mindset and be a sounding board so they can help themselves find the job or career they always wanted.

**Location:** Preferably in Amsterdam / Work from Home

## Purpose of the Position

The Event Specialist will align with our overall marketing objectives in the areas of event managing. They are a key member of the marketing team making sure we deliver events that bring together the right people. This role coordinates and supports our ambitious goals to help our communities.

## Responsibilities and Duties

There are definitely some key tasks that you will be responsible for in this role. First and foremost, we are a team. We work together on everything so even though you are taking a lead on some of these things, you are not alone in doing everything. We support each other because we believe in the power of what we are doing.

- Develops, produces and deliveries projects from proposal right up to delivery
- Delivers events on time, within budget that meet expectations
- Sets, communicates and maintains timelines and priorities on every project
- Manages supplier relationships and plans agendas, manages catering and decorations
- Researches and establishes relationships with key opinion leaders
- Manages operational and administrative functions to ensure specific projects are delivered efficiently
- Comes up with suggestions to enhance the event's success
- Leads promotional activities for the event
- Sources and negotiates with vendors and suppliers
- Manages all pre-event planning, like organizing guest speakers, the Empower Amsterdam coaches, organizing update meetings with the staff etc.
- Creates detailed proposals for events (for example timelines, venues, suppliers, agendas, budgets;)
- Prepares invitations and sends out at appropriate time
- Works with the guests of honor to ensure all requests are met
- Drives attendance to the event
- Works closely with the other marketing team's members in order to promote the event using flyers, cold calling and social media as examples of ways to spark attention
- Analyses event performance and prepare metrics presentations
- Define company brand through events
- Ensures staff is adequately prepared for event

## Qualifications

Qualifications and skills are important but it's not everything. We're looking to bring people on our team



who want to help others. We are a team of people who really feel passionate about the work we are doing together. We share this drive that we are making a difference in someone's life. So we're looking for new team members who also share this drive and passion. If you have that then the rest will fall into place.

- 3+ years experience in organizing events
- Bachelor's degree
- good communicator
- skilled in project management
- good team player with leadership skills
- ability to promote the event and attract sponsorship
- a flexible, target-driven and proactive approach
- self-motivation and enthusiasm
- Languages: English is a must. Some Dutch would be helpful.
- Ability to use Google Drive, Google Docs, Google Sheets
- Knowledge of Zapier (training available)
- Comfortable using technology ie apps
- Compassion for others when they are in a difficult situation
- Tolerance for other nationalities and their way of reacting or responding to things
- Able to manage stress and know to slow down. Nothing is more important than your health. Always speak up about how much you can handle.

### **Commitment Expected**

We expect 2-8 hours per week depending on when or if we have an event. We expect to have an annual fundraiser and 2- 3 small events per year to raise awareness of the benefits of coaching.

### **What We Give to YOU!**

We are a team of experienced marketers. We freely share our knowledge with each other. If you are a good fit for our team, this is the place to grow as a person and a professional. Naturally, we offer free coaching and mentoring.

This role reports to the Marketing Director.

**Start Date:** ASAP