

## **AIJA Events Manager**

### **Job ad**

**Location:** Brussels, BE (Hybrid)

**Start Date:** ASAP

**Application Deadline:** 26 January, 2024

The International Association of Young Lawyers (AIJA) invites applications for the role of Events Manager, a dynamic and pivotal position within our association. As the Events Manager, you will lead the organisation of our main flagship event, the Annual Congress, attended by 500-1000 professionals, and provide essential support for our May and November Half-Year Conferences. This role offers a unique opportunity to shape high-profile international events that significantly contribute to the legal community.

### **Key Responsibilities:**

#### **Annual Congress – Conceptualisation and Project Management**

- Develop and implement innovative event ideas that resonate with AIJA's mission.
- Lead diverse teams in all event planning aspects with clear direction and guidance.
- Manage event budgets with an eye on resource allocation and cost control.
- Build and maintain relationships with stakeholders and partners to enhance event outcomes.
- Stay abreast of the latest event industry trends and position AIJA at the forefront.

#### **Annual Congress – Overall Coordination**

- Organise onsite visits, secure venues, and contract services (hotels, activities, etc.).
- Liaise with vendors for meeting specifications and negotiate contracts.
- Implement sustainability initiatives and ensure quality control across all events.
- Coordinate with the Community Manager for marketing, communication, and academic content.
- Manage engagement with AIJA entities and assist Organising Committee's fundraising efforts.

#### **Event Manager Collaboration**

- Regular coordination with the Half-Year Conference Events Manager for alignment and support.
- Provide logistical support and serve as a backup for Half-Year Conferences.

#### **Other AIJA Events**

- Organise the End of Year dinner in Brussels and support the GeBeNeLux dinner.

**Qualifications:**

- Proven experience (8+ years) in event management, particularly large-scale events.
- Strong project management, organisational, and multitasking skills.
- Excellent communication, negotiation, and problem-solving abilities.
- Budget management expertise and a proactive, positive approach.
- Fluency in English, with additional languages being advantageous.
- Availability for travel as part of the role.

**What We Offer:**

- A full-time, long-term commitment with an attractive compensation package.
- A hybrid work environment, blending in-office and remote work.
- Access to professional development opportunities in a vibrant, evolving setting.

**Application Process:**

Enthusiastic candidates should submit their CV, cover letter, and event portfolio to [jobs@aija.org](mailto:jobs@aija.org) by 26 January, 2024. Please note that only applicants selected for interview will be contacted.

Join AIJA: Be a part of a team that's driving innovation and excellence in the legal world.