



Job Description

Junior Events and Campaigns Manager

Reports To:

The Junior Events and Campaigns Manager will report to the EUIC Senior Events and Campaigns Manager.

Job Overview

The JECM will assist the Senior Events and Campaigns Manager in all the aspects related to the timely preparation and smooth organization of all the events hosted on the premises of the EU Info Center, and organized by the EUIC team at the center or in other locations. The JECM will also participate in all activities related to the preparation and implementation of communication and outreach campaigns requested by the EU Delegation or proposed by the EUIC team. The scope of the job includes:

- Ensuring proper functioning and storage of all the EUIC equipment;
- Ensuring proper storage conditions and maintains adequate stocks for EUIC information materials, branding and promotional items
- Preparing the setting for all the events that take place at the Center and for the events organized by the EUD InfoComm team and the EUIC team in other locations
- Participating in the preparation and implementation of communication and outreach campaigns
- Responding in a timely and effective manner to the requests of EUD InfoComm team related to the preparation and organization of events

Responsibilities and Duties

The specific responsibilities and activities for this role include:

- Installing, preparing and checking the equipment for events – conferences, workshops, seminars, press conferences, interviews, press briefings, presentations etc.;
- Maintaining and updating the inventory of equipment
- Ensuring the proper storage, maintenance and, when needed, repairs or replacement of the EUIC equipment
- Identifying and maintaining a database of suppliers for maintenance and repairs, asks for quotations for such services when necessary
- Assisting the SECM in maintaining and updating the calendar of events

- Preparing name tags and participants' lists for the events
- Arranging the EUIC conference room for upcoming events, including branding
- Maintaining and updating the databases with EUIC branding and promotional items
- Maintaining and updating the databases with EUIC information materials
- Maintaining and updating databases with suppliers of branding and promotional items
- Making the necessary logistical arrangements for events organized in other locations
- Close coordination with the EUIC assistants work

Qualifications and skills

- Bachelor's degree, preferably in Political Science, Economics or Communication
- General knowledge of the EU and its institutions and specific knowledge of the activities of the EU Delegation in Skopje; experience with the activities of the EUIC would be an advantage
- Very good computer skills; experience working with data bases would be an advantage
- Very good communication and social skills
- Friendly and positive personality, team player, desire to be proactive and create
- Attention to details
- Native Macedonian speaker, good knowledge of English

All interested candidates should submit their CV at euinfo@euic.mk no later than 11.11.2018