



Events & Operations
Associate

JOB DESCRIPTION

A. EVENTS

- Design, organize, manage and implement all events (physical or digital), pertaining to the organization's needs (annual conference, annual closing year event, monthly workshops, participation in fairs, events and awards).
- Recruit and manage volunteers for events.
- Design and coordinate hospitality arrangements and recreational activities for guests.
- Implement the organization's procurement procedure where applicable (production agencies, suppliers for advertising material etc.).
- Create and manage the alumni community of organization's beneficiaries.

B. OPERATIONS

1. REPORTING & MONITORING

- Coordinate the collection of inputs and compile the first draft of reports, action plans and Gantt charts.
- Compile the calendar of events/action points and follow-up on operational deadlines.
- Update monitoring tools.

2. DAILY OPERATIONS

- Coordinate meetings/agenda of team meetings and of external meetings of the Deputy Director-Operations (e.g., external evaluator meetings).
- Support the CEO in arranging meetings of the CEO with individual staff or external stakeholders.
- Keep MoM for meetings.
- Create and/or update any directory with content material, in cooperation with all units.

3. ADMINISTRATIVE & OFFICE MANAGEMENT

- Keep and update HR directory (leaves etc.)
- Coordinate (where applicable delegating to trainee) any office operation issues, such as calls/reception, office supplies, maintenance issues etc.

➤ **SKILLS & QUALIFICATIONS**

Required

- ✓ University diploma (Bachelor).
- ✓ Prior working experience in production or advertising agency.
- ✓ Prior reporting experience (in English).
- ✓ Fluent in both Greek and English.
- ✓ Excellent writing, coordinating and time management skills.
- ✓ Driving license.
- ✓ Car.

Advantageous

- ✓ Master's Degree.
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NEW AGRICULTURE
NEW GENERATION

➤ POSITION DETAILS

- Starting date: 01/09/2021.
- Location: Thessaloniki, Themi.
- Reports to the Communication & Fundraising Director and to the Deputy Director - Operations.
- Indefinite duration contract.
- Private medical insurance, laptop, phone.
- Car expenses (fuel, tolls etc.) for work-related movements covered by the organization.
- CV and cover letter (in Greek or English) to be sent to: mona@generationag.org and katerina@generationag.org, using the e-mail Subject "Events & Operations Associate application".
