The Cancer Drug Development Forum (CDDF) is looking for an
EVENT COORDINATOR

The Cancer Drug Development Forum (CDDF) is a not-for-profit organization whose sole objective is to stimulate advancement in cancer drug development and access.

For years, CDDF has focused on facilitating collaboration between key stakeholders and developing initiatives that accelerate effective drug development in oncology treatment and shorten time to market, and time to patient access.

CDDF offers workshops, conferences and webinars that bring key stakeholders into a productive dialogue in a neutral, non-competitive space.

More information at: www.cddf.org

Job Purpose
CDDF is seeking an event coordinator to assist with the organization and delivery of programmes and events, including small workshops, a yearly conference, and webinars.

Key Responsibilities
- Coordinating event from beginning to end:
    o Venue search and contract negotiation
    o Event timelines and budget
    o Logistics (selecting and managing contractors for venue, catering, IT/AV, etc.)
    o Supporting committee with programme development
    o Delegates and speaker's management (invitations, travel & accommodation arrangements)
    o Event Registrations
    o Communications and marketing activities linked to the event (development of promotional and event materials, dissemination of information both printed or via social medias, maintaining event website)
    o Onsite coordination
    o Post event management (reporting and statistics).
- Providing support for the various internal meetings of the association (Board Meetings and General Assemblies): scheduling appointments and meetings, venue booking, travel arrangements, accommodation, catering, compiling supporting papers, writing meetings' minutes
- Contributing to other CDDF work areas when needed

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Note: The employee will be required to attend the association events which in some cases may involve weekend working, overnight stays and additional working hours due to the nature of the role.

Required qualification, experience, and knowledge
- At least 2 years of experience in event planning
- Excellent spoken and written English
- Good insight in software and digital tools for event registrations, email marketing services, surveys, website maintenance, social media tools, webinars.
- Willingness to travel occasionally within Europe for 2-3 days events.
- Applicants must have the right to reside and work in Belgium.

Competences
- Strong organizational ability, process oriented and attention to detail.
- Multi-tasking competence is essential
- Flexibility
- Stress resistant
- Proactive
- Team player willing to join a small team of talented colleagues who are passionate about what they do.
- Demonstrate strong ethics.

What we offer
CDDF offers the opportunity to work in a growing not-for-profit association, in a multicultural environment and with a team of enthusiastic professionals having strong ethics and a full dedication to CDDF mission and values.

The position is based in Brussels, 4 days/week, with a permanent contract.

We offer a competitive remuneration package including a variety of fringe benefits.

Expected start date: October 2020

How to apply?
Send the following to info@cddf.org with in the subject line 'Event Coordinator – your name':
- A letter explaining your motivation and how you meet the job requirements

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- Your CV
- Contact details of two referees

Deadline for applications: 15 September 2020.
Interviews will take place between 21 September & 2 October 2020

Only shortlisted candidates will be contacted. Thank you for your understanding.

Covid-19 note: Currently, the CDDF team works remotely from home. Depending on the Belgian situation in the coming weeks, interviews may take place virtually or in presence. In addition, the selected candidate is expected to work from home and possibly come to the CDDF office occasionally, for the onboarding or specific meetings. Further details will be discussed during the interviews.