



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:
 - Venue search and contract negotiation
 - Event timelines and budget
 - Logistics (selecting and managing contractors for venue, catering, IT/AV, etc.)
 - Supporting committee with programme development
 - Delegates and speaker's management (invitations, travel & accommodation arrangements)
 - Event Registrations
 - 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)
 - Onsite coordination
 - Post event management (reporting and statistics).
- Contributing to other CDDF work areas when needed

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

- Proven experience in event planning and management
- 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 and hybrid meetings.
- Knowledge of social medias and basic communication/marketing skills
- Willingness to travel occasionally within Europe for 2-3 days events.
- Applicants must have the right to reside and work in Belgium.

Profile

- Strong organizational ability, process oriented and attention to detail
- Customer focused attitude
- Responsible person
- Proactive
- Multi-tasking competence is essential
- Flexibility
- Stress resistant
- 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, 5 days/week, with a permanent contract.

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

Expected start date: April 2023

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
- Your CV
- Contact details of two referees

Deadline for applications: 28 March 2023



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