



IPEN is a global network of health and environmental NGOs committed to a toxics-free future. IPEN member organizations, more than 500 organizations in 125 countries largely in the developing world, strive for safe chemicals policies and practices to protect human health and the environment from harmful chemicals, heavy metals and toxic wastes.

EVENTS & ADMINISTRATION OFFICER (Full-time, 100%)

As IPEN's Events and Administration Officer, you ensure the successful organization of IPEN events and IPEN's participation in global policy and other meetings. You are responsible for all meeting logistics and making sure that information reaches the right people at the right time. You arrange for hotel reservations, booking of meeting rooms, venues, meals and exhibition booths, and other practical arrangements. You also administer IPEN's travel grants to ensure that our member organizations can receive financial support to participate in meetings. Together with IPEN's Finance Manager, you keep an overview of meeting costs and compliance to the budget. You will also be responsible for arranging IPEN's own meetings; from smaller online meetings to IPEN's Global Meeting for its Participating Organizations.

The position also includes support to IPEN's communications team by updating websites and social media. You will also support IPEN's Operations & Finance Director and the Göteborg office with administrative tasks.

You will work closely with IPEN's member organizations and secretariat staff around the world. We therefore look for a person that enjoys working globally in a multi-cultural organization. You are fluent in English and can support us with copy-editing of documents in English. If you speak another UN language, it will come to great use when working for IPEN.

The position, previously located at the IPEN office in Berkeley, California, USA, is based at the IPEN office in Göteborg, Sweden and includes 2-6 international travels per year. As we are a global organization, work outside of regular office hours occur due to varying time zones. Together with IPEN's Operations & Finance Director, you will work to establish the processes needed in the Göteborg office for the position and further develop existing routines. You are expected to bring your own ideas to the table and independently implement these.

Skills and work experience:

- 3-5 years relevant work experience from administration and/or event organization
- Experience with organizing international meetings and conferences
- Experience with copy-editing in English
- Experience with working with websites and social media
- Detail-oriented and well-organized, with skills to independently plan and implement your work
- Excellent communication and teamwork skills
- Fluent in English. Other UN languages are very useful.
- Experience in the NGO sector and/or with development work is considered an asset.

Position: Permanent employment with a 6-month initial probation period. IPEN is a member of the Swedish employers' organization Arbetsgivaralliansen and follows its union agreement.

Last application date: 31 May 2019. We look forward to receiving your application in English to recruitment@ipen.org

Contact: For questions about the position, contact IPEN's Operations & Finance Director, Maria Ekström Johansson: +46 31 753 7479

About IPEN

IPEN (www.ipen.org) is registered as a Swedish Non-Governmental Organization (Ideell förening). IPEN's member organizations are supported by a Secretariat with three employees in Göteborg, Sweden and five employees in California, USA. We are funded by Swedish and international aid foundations and government donors.