

EVENTS CONSULTANT

“A unique opportunity to contribute to an organization addressing some of the most important policy challenges of the digital 21st century by enabling international multistakeholder cooperation.”

Type: Maternity Cover

Location: Remote

Start Date: February 2021

Duration: 7 Months

THE ORGANIZATION

The Internet & Jurisdiction Policy Network is the leading multistakeholder organization addressing the tension between the cross-border internet and national jurisdictions. Its Secretariat facilitates a global policy process engaging over 400 key entities from governments, the world’s largest internet companies, technical operators, civil society groups, academia, and international organizations from over 70 countries. Stakeholders currently work in three Programs (Data & Jurisdiction, Content & Jurisdiction and Domains & Jurisdiction) to jointly develop policy standards and operational solutions to pressing legal challenges at the intersection of the global digital economy, human rights, and security. The organization is also the home of the I&J Retrospect Database tracking global trends and the world’s first Internet & Jurisdiction Global Status Report.

The regular Global Conferences of the Internet & Jurisdiction Policy Network are institutionally supported by the Council of Europe, European Commission, ICANN, OECD, United Nations ECLAC, and UNESCO. Partner countries include France (2016), Canada (2018) and Germany (2019). The work of the organization has been presented to and recognized by key international processes, including the UN Internet Governance Forum, G7, G20 or the Paris Peace Forum, and covered in top media outlets such as The Economist, Washington Post, Financial Times, Politico or Fortune. The organization is financially supported by a uniquely diverse coalition of over 20 governments, companies, and organizations.

THE POSITION

The Events Consultant position is a maternity cover. It is an exciting opportunity for a well-organized and creative individual that has a strong interest in international events management, especially in the current context of digital international meetings, to work at the intersection of event organization, diplomacy, and international collaboration. The successful candidate will help design, oversee, and communicate around virtual global conferences, engaging a variety of international audiences.



STATES



INTERNET
COMPANIES



TECHNICAL
OPERATORS



CIVIL
SOCIETY



ACADEMIA



INTERNATIONAL
ORGANIZATIONS

The seven-month position will offer an insight into the workings of a multistakeholder organization and an international virtual secretariat. The candidate will be exposed to an agile and dynamic work environment, with opportunities to meaningfully shape and manage the I&JPN's digital events strategy.

THE WORK

- Manage the organization of virtual (and potentially physical) meetings of the Internet & Jurisdiction Policy Network.
- Invitation management, and interactions with stakeholders around the world (50+ countries).
- Contribute to events-related communications and promotion.
- Contribute to events documentation and reporting.
- Manage administrative and logistical arrangements, including interactions with partners and service providers.
- Preparing conference materials such as agenda, participant lists, and communication materials.
- Strategic mapping of events organized by the Secretariat or in which its members participate.
- CRM and CMS management.
- The position can have additional communication foci in accordance with experiences and aptitude of the candidate.

ELIGIBILITY

- Minimum of 1-2 years of experience in event management, ideally in political/international fora.
- Proven digital skills and management of CRMs, registration platforms, participation tracking, and delivering email campaigns.
- Proven communications skills are a plus.
- Team player and positive attitude.
- Excellent written and oral communication skills in English (other languages are plus).
- Strong attention to detail while meeting tight deadlines.
- Flexibility to juggle competing or changing deadlines and stay calm under stress.
- Professional and approachable manner, the experience of working in a multicultural environment.
- Right to work in France.

APPLY

Please upload your:

1. Cover letter, explaining your motivations and qualifications, and what you can bring to the I&JPN Secretariat (2 pages max.)
2. Your CV
3. Contact details of two relevant references

On the I&J Careers section (internetjurisdiction.net/careers). Selected candidates will be contacted for an interview.



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