Events & External Engagements Coordinator

Start Date: A.S.A.P., 40 hrs p/w with Working Time Reduction benefit 11 days per year
Salary: € 30,000 / €33,000 gross per year on full time basis
Location: Amsterdam, the Netherlands
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
Events and conferences are central to GRI’s strategy. The Events team, part of the wider External Affairs Team, is responsible for organizing GRI’s own events, while also centrally coordinating GRI’s presence at events organized by others (External Engagements). The Events & External Engagements Coordinator will play a key role in supporting the smooth running of team activities, with a special focus on the planning and logistical organization of GRI’s own (virtual) conferences and events, and the central coordination of the External Engagements Process (EEP) to efficiently assess and track potentially strategic external speaking engagements for GRI. The post holder coordinates the email campaigns calendar, including campaign creation, database segmentation and sending.

Job responsibilities
• Support the line manager with planning and logistics of advanced GRI events
• Responsible to coordinate the planning process and related logistics of basic GRI Events and reports on event deliverables
• Set up event websites including registration and payment platforms
• Set up virtual meetings and webinars in Zoom, including registration
• Coordinates event registrations (and registration income where applicable), correspondence with participants and speakers and registration reports
• Liaison between event project team and External Affairs colleagues
• Support drafting partnership/sponsorship agreements for events based on template agreements
• Coordinate partnership/sponsorship events deliverables and benefits incl. correspondence and calls with sponsors and partners
• Draft event scripts for seamless logistical execution of events
• On-site coordination of logistics for in-person events
• Hosting and logistics for virtual events
• Coordinating GRI’s EEP, continuous posting of new events for assessment by EEP committee members on MS Teams, supporting weekly EEP decision making meetings, and compiling weekly progress reports
• Research into strategically relevant external conferences and events in collaboration with GRI experts on subject matters
• Build the relationships with event organizers and communication on EEP assessment progress and decisions based on outcomes from EEP decision-making meetings and input from (prospect) GRI speakers
• Update GRI events calendar with confirmed public engagements
• Coordination of email campaign calendar and assessment of incoming campaign request forms in accordance with GRI’s campaign scheduling rules
• Process GDPR compliant campaigns which includes creation of email campaigns, database segmentation and sending through GRI’s email marketing platform Dotdigital
• Compile quarterly reports on campaign numbers and engagement, plus the growth of GRI’s opted-in database for the Organizational KPIs dashboard
• Coordination of Dotdigital’s survey tool
• Other duties as requested
Key competencies / Requirements

- Advanced level fluency in written and spoken English (other languages is a plus) with excellent communications skills
- Personal traits as accuracy and thoroughness are of the greatest importance
- Demonstrated ability to work with individuals from a range of different backgrounds
- Good team player with a “can do” attitude
- Event, Marketing or Communications background an advantage
- Highly proficient in Microsoft Office 365, Microsoft Dynamics 365 and SharePoint 365
- Knowledge of event registration software, email marketing software is an advantage
- Able to work in an international and multi-cultural setting
- Affinity with the mission of GRI

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world’s most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.
How to apply
Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), Wednesday 23 March 2022. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources
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