

JOB ADVERTISEMENT

Event management and head of forum office

The Catholic Community Emmanuel e. V. in Germany is looking for an Event Manager for the organisation and implementation of its events. Many people gain very personal experiences of faith at the internationally orientated events, draw strength from their encounter with God and get to know a lively Christian community. These include, for example, the annual Altötting Forum with approx. 1,500 participants, the International Easter Forum with approx. 500 young adults, the general meetings of the community in the German speaking countries and other events.

Tasks

- Organisation of events (registration, accommodation, catering, booking and supervision of event locations, technology, security, etc.)
- Budget responsibility and accounting in cooperation with management and fundraising
- Cooperation with local partners (city, district office, pilgrimage management, parish, religious communities)
- Purchasing goods and services
- Close and trusting cooperation with the management of the Emmanuel Community, the Emmanuel School of Mission 'Rejoice', the Communication all-rounder and the volunteer teams
- Acquisition, coordination and support of volunteers (e.g. during volunteer days)
- Advertising and public relations work (website, social media, advertising materials, media work) in collaboration with the communications teams
- Evaluation of participant feedback and cooperation partners as well as follow-up work

Requirements

- High degree of personal responsibility and ability to work under pressure (especially around events)
- Good communication, structural and organisational skills
- Ability to work independently and in a networked manner
- Very good knowledge of German (business fluent), good knowledge of English
- Knowledge of common MS Office applications, in particular spreadsheets and word processing, and willingness to familiarise yourself with other application programmes
- Affiliation to the Catholic Church or another Christian denomination and sharing of the values of the Emmanuel Community

We offer

- A full-time position, initially limited to two years, with the option of an extension
- A varied, exciting field of activity with room for creativity and skills development
- A committed team of full-time and voluntary staff in a Christian environment
- Office in the 'Josefsburg' Altötting – headquarters of the Gemeinschaft Emmanuel e. V. association and home of the Rejoice evangelisation school – with the opportunity to live a life of faith together

Please send your detailed application documents, stating your salary expectations, exclusively in digital form to the Managing Director Johannes Lerch geschaeftsfuehrung@emmanuel.de

We look forward to receiving your application!