

Event Manager - Caux Forum Launch Event Coordination 50% - Caux, Switzerland

Established in 1946, the CAUX-Initiatives of Change Foundation organizes and coordinates international and local conferences, seminars and training in Switzerland, primarily in its Conference and Seminar Centre, the Caux Palace, bringing together a true diversity of people. We provide a safe and privileged space to inspire, equip and connect individuals, groups and organizations from around the globe to engage effectively and innovatively in trust building, ethical leadership, sustainable living and human security.

AREAS OF RESPONSIBILITY

We require an event manager to coordinate with speakers and moderators for the period May to end of July 2021. The engagement will take place in the Caux Conference and Seminar Centre, Switzerland. The audience will be online.

OUTCOMES REQUIRED

- Professional standard launch event for the Caux Forum 2021
- Links with the Forum event teams managed (Initiatives of Change for Business and Economy, Caux Dialogue on Land and Security, and Creative Leadership)
- Support team relationships well managed;

KEY SKILLS AND REQUIREMENTS

- (Online) Event management
- Speaker engagement and accompaniment
- Possibly also: Providing general project and event management support, co-facilitating rehearsals and any training for team members
- Knowledge of IofC preferred
- English and French

**Building trust across
the world's divides**

INITIATIVES OF CHANGE SWITZERLAND
CAUX CONFERENCE AND SEMINAR CENTRE
Rue du Panorama 2, 1824 Caux, Switzerland
Tel: +41 (0)21 962 91 11
info@caux.ch www.iofc.ch www.cauxpalace.ch

RESPONSIBILITIES AND TASKS INCLUDE:

- Speaker and moderator preparation; (clear communication, timely follow-up and responses), including 'welcome' in person
- Tech-team preparation ; (clear task outline, variation communication and trouble-shooting support)
- Coordinating with the Caux team; (clear and precise needs communicated before and during)
- Trouble-shooting in Caux
- Collecting agreed data (for monitoring and evaluation purposes)
- Participating in relevant team meetings (online) and providing updates

HOW TO APPLY

Send a covering letter and attach a CV updated with any relevant event manager training experience in event management by email to natalia.cornaz@caux.ch.
Application deadline: 7 May 2021

**Building trust across
the world's divides**

INITIATIVES OF CHANGE SWITZERLAND
CAUX CONFERENCE AND SEMINAR CENTRE
Rue du Panorama 2, 1824 Caux, Switzerland
Tel: +41 (0)21 962 91 11
info@caux.ch www.iofc.ch www.cauxpalace.ch