

**Title:** Event Assistant

**Location:** Geneva

**Expected Timeline:** Tuesday 31 October- Thursday 2 November 2023

**Time Commitment:** Around 30 hours

**The role:**

We are seeking an enthusiastic and detail-oriented Event Assistant to support the planning, coordination, and execution of our upcoming Geneva Peace Week. As an Event Assistant, you will work closely with the Geneva Peace Week Lead and the Hospitality Coordinator and team to ensure a seamless and successful event experience for all participants. Your organizational skills, ability to manage tasks efficiently, and positive attitude will contribute to the overall success of the event.

[Geneva Peace Week](#) is a leading annual forum in the international peacebuilding calendar, and the flagship initiative of the [Geneva Peacebuilding Platform](#). This year, Geneva Peace Week is celebrating the 10th anniversary, therefore we are expecting an important attendance for this edition.

**The role includes the following tasks:**

- Assist in the logistical planning and preparation of the event, including set-up and breakdown of event spaces, signage, equipment, and materials.
- Collaborate with the GPP team to ensure all necessary supplies and materials are available and organized.
- Support the arrival process by checking in attendees, distributing event materials, and answering participant inquiries.
- Assist in coordinating and directing attendees to various event sessions, workshops, and activities.
- Work closely with speakers, presenters, and panellists to ensure they have the necessary information and resources for their sessions.
- Assist in managing event schedules and timelines, ensuring sessions start and end on time.
- Help with crowd management and ensure a smooth flow of participants throughout the event.
- Provide technical support for audio-visual equipment, including microphones, projectors, and screens.
- Support the event team in maintaining a clean and organized event space throughout the duration of the forum.
- Assist with ad-hoc tasks and troubleshooting as needed to ensure the event runs smoothly.
- Provide excellent customer service and address attendee inquiries or concerns in a professional manner.
- Assist in post-event activities, such as gathering feedback and assisting with event wrap-up.

**Your profile:**

Swiss or EU citizenship or a valid work permit for Switzerland at the time of application is a prerequisite.

- Fluency in French and English.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously.
- Customer service-oriented mind-set with a friendly and approachable demeanour.
- Basic technical proficiency, including familiarity with audio-visual equipment.
- Previous experience in event coordination, customer service, or hospitality is a plus.
- Ability to work effectively both independently and as part of a team.
- Enthusiastic and proactive attitude with a willingness to learn.
- Punctuality and reliability are essential.

**We offer:**

- Opportunity to be a part of a dynamic and impactful event.
- Networking with event professionals, speakers, and participants.
- Exposure to an international, dynamic and engaging environment.

If you are a motivated and organised individual with a passion for events and a desire to contribute to a successful forum experience, we encourage you to apply for the position of Event Assistant.

Please submit your resume and a brief cover letter outlining your relevant experience and why you would be an ideal candidate for this role. Documents should be send to Maria Baltag at [maria.baltag@gpplatform.ch](mailto:maria.baltag@gpplatform.ch) before Friday 29 September 2023.

Candidates must be available for interviews between 4 and 5 October 2023. An online training session is scheduled for Thursday 19 October 2023.