

Meetings and Project Coordinator Federation of European Neuroscience Societies (FENS)

Are you looking for an exciting job within the international scientific non-profit sector? If you are service-oriented with relevant experience and eager to support the biggest neuroscience community in Europe, then you could be our new FENS colleague in Brussels, Belgium.

Job description:

- 1) Coordination and support of the biennial FENS Forums and Regional Meetings
- 2) Scientific programme coordination for the FENS Forum
- 3) Programme and planning support liaison for the FENS Regional Meetings
- 4) Administrative support related to other FENS projects

The meetings and project coordinator reports directly to the Executive Director and works in close collaboration with the FENS Forum Manager, FENS Programme Committee, other relevant committees and a dedicated Professional Congress Organiser (PCO).

Qualifications and profile

- Experience in coordinating and organising large high-profile, in-person, hybrid and/or virtual meetings, programmes and projects (preferably in support of the scientific community).
- 3-5 years of relevant work experience within the areas of event/meetings and project/programme management.
- Able to deliver quality work under demanding circumstances, often with changing conditions and deadlines.
- Excellent language skills with a fluent command of both spoken and written English.
- Super detail-oriented, organised, responsive, reliable and capable at prioritising tasks.
- Team-oriented, diplomatic, calm, patient, respectful and culturally sensitive.
- Well-developed administrative and computer skills, including advanced experience with Microsoft Office and online content management platforms and services.
- Ideally, the holder of a relevant academic master's or professional degree, with a keen interest in neuroscience.
- Legally allowed to work in Belgium.

Location and salary

The position of Meetings and Project Coordinator is a full-time position (38h per week), based in the FENS office in Brussels. The job will require flexibility in terms of working days/hours in connection with events-related meetings and travel (within Europe). FENS offers a permanent contract (CDI, Belgium) with compensation according to the qualifications of the selected candidate, and standard benefits offered as part of the contract.

Application process

Please fill out this [application form](#) where you can also upload your CV. Deadline for applications: **19 August 2022. Applications will be evaluated on a running basis.** Interviews will be held as soon as possible in Brussels or online. Starting date: as soon as possible thereafter.

About FENS

The Federation of European Neuroscience Societies (FENS) federates 44 scientific non-profit societies across Europe and represents more than 21,000 scientists working in the field of neuroscience. Through its activities, FENS actively promotes scientific exchange and education among European neuroscientists and, on behalf of its members, serves as the main European voice for neuroscience towards the European institutions and international partners in a global context.

The FENS Forum of neuroscience is the largest international neuroscience meeting in Europe. It covers all fields of neuroscience research and comprises a range of symposia, technical workshops, plenary and special lectures and poster sessions as well as a number of social events. Taking place every two years, it gathers close to 8,000 neuroscientists from around the world.

FENS Regional Meetings alternate with FENS Forums taking place on odd years, and are organised by FENS member societies, dedicated to promoting excellence in research with a European regional focus.

More information about FENS is available on www.fens.org