# **STEAR 2025 EVENTS OFFICER JOB DESCRIPTION**

***Duties and Responsibilities***

* Coordinate and Cooperate with the Events Director in the logistics for (bi-)weekly team meetings.
* Assist the Events Director in the planning and coordination of the overall external events programme, including but not limited to:
  + Assist in the organisation of the STEAR’s Dialogue series and Guest Speaker series
  + Cooperate in the proposal of innovative ideas to enhance and diversify the events offering
  + Assist in identifying leading policy experts and liaising with them in the run-up to events

-Communicate and collaborate actively with the Events team, the Conference team, the Events Director and the Conference Director and other portfolios to organise STEAR’s external events.

***Hours of Commitment****:* 3-6 hours/week approximately

***Duration***: May - Dec 2025, with a possibility of extension

***Report to***: Events Director

***Qualifications***

* Age 18 - 30 (Student, Recent Graduate or Young Professional)
* Experience in online event planning to large audiences in different time zones is preferred
* Excellent command of spoken and written English, with a proven ability to communicate effectively orally and in writing
* Good planning, organisational and time-management skills
* Ability to work with different internal and external stakeholders
* Experience working in a multicultural organisation
* High level of professionalism and attention to detail
* Interest in Asia-Europe relations and related affairs

***What STEAR has to offer***

* **Impact:** The opportunity to improve your skills (event planning, time management, team working and leadership), and to translate your ideas into events in the first youth think tank focussing on Eurasia.
* **Network:** An international network of curious students and young professionals across Eurasia.
* **Opportunities:** Access to STEAR’s internal training, workshops and events that will help you expand your knowledge in the field of Europe-Asia affairs, as well as acquire new skills.
* **Career:** Boost your CV and receive a certificate or letter of recommendation at the end of your time at STEAR.

***How to apply***

Please submit [the application form](https://docs.google.com/forms/d/e/1FAIpQLScGfOnpfZZHpFD4jkjHBAyNK07yebDnIyLUmd1-32pMYzTX_A/viewform), including your CV and your cover letter. If you have any questions about this role, please feel free to email [stearpresidents@gmail.com](mailto:stearpresidents@gmail.com)