

The European Space Policy Institute (ESPI), **the independent think tank advising and advocating for European space policy globally**, is looking to employ a new **Events and Engagement Officer** at the premises of the Institute in Vienna (on-site), starting in **January 2025**.

About the role

As an Events & Engagement Officer, you will be joining a fast-paced growth environment, in a culturally diverse team with varied backgrounds. We are characterised by a strong appreciation of new initiatives & impact-driven objectives, paired with a commitment to rigour, continuous learning, and team-wide exchange where the best ideas prevail. Space is undergoing a transformative change in market dynamics, technology developments, and policy implications. ESPI's vision puts a major focus on **developing the impact of space on other policy domains and sectors of economy**.

The position of Events and Engagement Officer is **a part of ESPI's Communications and Engagement team**, focused on strengthening ESPI's impact in various audiences and aiming to further develop the Institute's role in advising and advocating for European space policy, in line with the vision presented in **ESPI2040**.



POLICY IMPACT
Space policy integrated with other policy domains

SPACE CAPABILITY AND AUTONOMY
Use of space

FOUNDATIONS
Industrial Base, Science & Technology, Talent & Finance

In this role at ESPI, you will be tasked with following responsibilities and activities:

- Shaping the evolution of ESPI's events and engagement activities to drive greater impact;
- Planning, coordination & execution of ESPI events in various formats (e.g. conferences, workshops, roundtables, seminars, forums); including in coordination with external partners and internal teams;
- End-to-end organisation of ESPI's flagship annual event, the **ESPI Autumn Conference**, in synergy with the broader ESPI programme team;
- Implementation and support to ESPI's European and International engagement initiatives (e.g. VSD, NEST, Inter-reg. dialogues, ESPI presence in Brussels, external events, Alumni network, relations with ESPI members and partners);
- Continuous team-wide interaction and coordination of ongoing activities, including through ESPI's Event and Engagement Tracker;
- Management of outreach and promotion materials production (e.g. gifts, banners, gadgets) for events and other engagement activities;
- Support to ESPI's communication and outreach activities, including but not limited to digital and audiovisual communication channels.

Qualifications

- at least 3 years of relevant work experience and track record (e.g. event organisation, conference production, project management, partner relations, communications, outreach)
- a university degree that relates to the Institute's work and mission;
- strong sense of ownership of initiatives, with creative and impact-oriented thinking, stress-resistant attitude and attention to detail;
- excellent organisational and representation skills, coupled with intercultural competence and self-starting mindset;
- flexibility and adaptability to changing situations, with ability to multi-task;
- excellent command of English, written and oral, with proficiency in German considered as an asset;
- knowledge of the space sector and proficiency with digital communication tools would be also considered as an asset.

Application Process

We only accept applications by EU/EEA citizens or non-EU citizens holding residence & employment permits in Austria. To apply for this position, please send:

- a copy of your CV in .pdf format,
- a motivation letter in .pdf format,

to **vacancies@espi.or.at** with the subject: "ESPI Events and Engagement Officer" **before 27 October 2024, 23:59 CET**. Please do not submit educational records or certificates at this stage.

The position is full-time (40 hours/week) with flexible working conditions.

The advertised salary is **€ 47,000 gross per year** (paid 14 times a year). An additional bonus payment is subject to the Management's decision and the Institute's overall performance. Candidates with more demonstrated experience can qualify for higher salary bands subject to negotiation.