



**EVENTS AND COMMUNICATIONS ASSISTANT
PART-TIME 3 DAYS PER WEEK
INITIAL CONTRACT JANUARY/FEBRUARY – JULY 2014
WITH OPTION TO EXTEND TO YEAR CONTRACT**

ICMA – the International Classified Media Association - is seeking an Events and Communications Assistant for the ICMA Head Office in central Amsterdam. Reporting to the Operations Manager, this person will be responsible for the efficient organisation of professional international events and successful internal and external marketing and communications strategy.

Key responsibilities include:

- * event and meeting planning/preparations
- * development, technical, delegate/speakers/ sponsor relationships
- * marketing, promotional, partnership and research programmes and internal communications
- * development of online social networking/branding
- * effective communication of the ICMA brand, mission, vision and strategy
- * establish and maintain close relations with suppliers and vendors
- * database maintenance and research
- * maintain and update website content and design

The successful candidate will ideally possess the following qualifications/experience:

- * project/event management experience with a good track record in negotiations, risk management and meeting deadlines
- * preferably a marketing/communications qualification with copy-writing experience

Desired skills/aptitudes:

- * computer literate – MS Office incl. Access and ideally basic HTML
- * fluent English (native preferred), Dutch and/or another European language a definite bonus
- * a creative, client-focused, flexible self-starter with an international outlook
- * an excellent eye for detail with good time management skills
- * demonstrable strong coordination and interpersonal communication skills
- * ideally knowledge of/interest in international publishing and classified advertising industry
- * must be local

This position is a great opportunity to develop your career within a friendly and supportive manager. For more information about ICMA, please visit our website at www.icmaonline.org.

To apply, please send a cover letter and your curriculum vitae (in English) to Shay Klomp Bueters, ICMA Operations Manager at shay@icmaonline.org.

Interviews will take place December/January.