



EUROPEAN ORGANISATION OF  
PRISON AND CORRECTIONAL SERVICES

EuroPris  
PO Box 13635  
2501 EP The Hague  
Netherlands

## **Office / Event Manager (32 h)**

### **European Organisation of Prison and Correctional Services**

#### Organisation:

EuroPris is the European Organisation of Prison and Correctional Services that is based in The Hague. EuroPris is network organization of and for practitioners that facilitates the sharing of knowledge and good practices between its European members. Members of the organisation can be Prison Services of all Council of Europe Member States. The organisations stands for promoting professional prison practice in order to improve detention standards and practice and improve public safety and security.

EuroPris is the central contact point in Europe for sourcing information about European prisons, for getting connected with European prison practitioners and for organizing practice-oriented events on a variety of prison related issues. EuroPris is also closely linked to the European Commission and has an observer status at the Penological Council of the Council of Europe.

With a small team we are providing many services for a large European network. For our The Hague office we are now looking for an office / event manager. The office / event manager has a central role in the coordination of office tasks and logistical management of EuroPris events.

#### Events planning and organisation:

- Organisation of (Board) meetings, workshops, conferences, Annual General meetings etc.
- Sending out invitations, mailings, creating registration forms for all EuroPris events
- Searching venues and service providers for EuroPris events and making all necessary arrangements
- Organize travel and other logistics for all EuroPris events
- Provide organizational and administrative support during the implementation of events

#### General office management:

- Main point of contact
- Organizing office operations, procedures and correspondence



- Designing and maintaining manual / automated filing systems
- Ordering office supplies
- Updating databases (e.g. Constant Contact; SharePoint)

Profile:

- MBO+/HBO background and preferably work experience in a similar role
- Ability to work independently with a pro-active mentality
- Perform tasks in a structured and responsible manner
- Proven ability to communicate and coordinate workflow assertively
- Good organizational and administrative skills; flexible, adaptable and be able to cope under pressure
- Flexibility with regard to hours of work and levels of tasks required
- Knowledge of MS office software: Word, Excel, Outlook, PowerPoint and MS office SharePoint services
- Knowledge of CMS and proficient computer skills would be an asset
- Position will require travelling within Europe
- Excellent understanding of English, oral and written;
- Enthusiast and professional; team player

We offer a salary based on qualifications and experience. The initial contract will be for one year, with the intention of a long-term extension, depending on performance. The position is open from **1 November 2020**; an earlier starting date is possible.

If you are interested, please send your CV and a motivation letter in English language **until 21 September** to: [kirstenhawlitsek@europis.org](mailto:kirstenhawlitsek@europis.org)

Please mention "Office / Event manager" in the subject of your email.

For inquiries, please contact Kirsten Hawlitsek by sending an e-mail to the above-mentioned address.