

# Events Project Manager

## EIT Health Hub France in Paris

EIT Health, a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT), is focused on promoting entrepreneurship, innovation, and education in the domain of healthy living and active ageing. EIT Health brings together leading organisations along the entire value chain – smaller companies, larger industry, excellent academic and research institutions, and public sector organisations – to promote healthy living, support active ageing and improve healthcare. The organisation achieves this by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data. EIT Health Central Office is in Munich and develops its activities across a network of regional Innovation Hubs in Paris, London, Barcelona, Rotterdam, Stockholm, Vienna and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Poland, Portugal, and Italy. EIT Health includes more than 150 partners.

EIT Health executes a portfolio of 100+ projects per year and is therefore now seeking to appoint a Events Project Manager France for its External Affairs Department reporting to the Public Affairs & Stakeholder Relations Lead in France.

### **Your responsibilities:**

Assist the French team in event planning from start to finish, working according to requirements, target audience and objectives.

1. Event concept:
  - a. Liaise with project teams to find out their exact event requirements, set up clear objectives and targets for events.
  - b. Coordinate the agenda and content construction, including guest speakers and experts and make suggestions of adapted or original online or physical format.
  - c. Prepare with the project team the talking points for speakers if required and bring logistical support to the speakers.
2. Event logistics and budget:
  - a. Work within a budget for events and managing spending accordingly.
  - b. Manage and coordinate suppliers and all event logistics (venue, catering, travel).
  - c. Coordinate suppliers, handle queries on the day of the event to ensure that all runs smoothly and to budget.
3. Event communication and marketing:
  - a. Liaise with communication team to publicise and promote the event.
  - b. Contribute to the communication/marketing material production.
  - c. Produce post-event evaluation (satisfaction survey, key figures, consolidate VIP and PA contacts lists).

### Your functional skills and experience:

1. Education background in Event Management or other relevant programmes.
2. Fully French-English bilingual, able to produce outward-facing content in native or near-native English.
3. Proven interpersonal and communication skills, strong presentation skills, ability to produce clear and concise written material, particularly in writing, and able to present complex issues.
4. Faculty to work with different stakeholders and navigate a highly complex organisational structure.
5. Interest in European Health and Innovation topics.

### Application process

- Applications should consist of a full curriculum vitae and a cover letter describing briefly how you meet the criteria indicated above and outlining your interest in and your vision for the role.
- Applications should be sent via e-mail to [jerome.fabiano@eithealth.eu](mailto:jerome.fabiano@eithealth.eu)
- Please indicate your earliest possible entry date as well as salary expectations.
- Applications will remain open until we have found a suitable candidate.

For more information visit: [www.eithealth.eu](http://www.eithealth.eu)

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