

## Educational Event Manager

**Organisation:** EANM, European Association of Nuclear Medicine  
**Job Function:** Education Event Manager  
**Location:** 1060 Vienna, Austria  
**Schedule:** full-time  
**Starting date:** as soon as possible

We, the European Association of Nuclear Medicine, are looking for an Education Event Manager for the educational wing of our non-profit Association, ESMIT (European School of Multimodality Imaging & Therapy). ESMIT offers a great number of educational events which are organised mainly in Vienna and online.

**Why joining us?** If you keep running away from boring jobs, you have landed at the right place. Do you like continuously learning new things? Do you find it stimulating to focus on something different every day? Do you have a hands-on personality and enjoy organising your own work? Do you enjoy working with people and would like to be a part of an international team and work with a network of professionals from all over the world? If so, we would like to meet you!

### Your primary duties and responsibilities

- Project management of medical educational events throughout the entire project lifecycle (planning, budgeting, onsite handling, post-processing, evaluation)
- Organisation of live webinars and online courses
- Coordination of speakers, project groups and their activities
- External communication with participants
- Management of the eLearning platform
- Preparation of presentations, reports and statistics
- Organisation of meetings
- Participation in congress activities

### Your qualifications and skills

- Experience in the field of event organisation/ project management/ marketing
- Ability to work independently with a low level of supervision. Solution-oriented and highly proactive approach to tasks
- Excellent IT skills (MS office products, Outlook)
- Excellent level of English is mandatory, both in speaking and in writing
- High level of team and service orientation
- Excellent time management and high level of flexibility

### Working Conditions

- Mainly office-based but possibility for travelling for site inspections, meetings and events
- Multi-faceted duties and creative tasks
- You will work in a positive atmosphere with an enthusiastic and inclusive team
- Flexible weekly home-office time allowance
- Gross salary will be paid according to the applicable bargaining agreement (“Werbung und Marktkommunikation”), min. 2.321,10 EUR gross per month (fulltime), with the possibility of overpayment, depending on skills and experiences.

Please send your application (including motivation letter & CV) by **January 31, 2025** via email to Ms Jutta Peter via [j.peter@eanm.org](mailto:j.peter@eanm.org). Any questions are welcome at the same email.