



Wanted: Committee Coordinator (Interim Contract)

Location: Brussels, Belgium

Contract duration: March 2025 - October 2025, with a potential future integration into team

Deadline for applications: 17 February 2025, please note that applications will be considered on a rolling basis.

Interviews: February-Early March 2025 (virtual and in-person)

About EPCA

EPCA, The European Petrochemical Association, is an international nonprofit organization dedicated to connecting and knowledge-sharing within the petrochemical industry. We bring together over 650 companies from 48 countries, fostering dialogue and innovation to shape a sustainable and inclusive future.

About the roles

We are looking for an experienced and organised Committee Coordinator to administrate our committees, working groups, and associated event programs during a maternity cover. There will be an initial handover period, followed by the possibility to integrate you long-term into the team once the Senior Advisor returns. In this interim role, you will be responsible for coordinating the work of EPCA's three committees, ensuring the delivery of high-value, high quality work on time. You will be the primary point of contact for committee and working group members, speakers as well as our team, keeping all parties engaged and informed. Excellent communication skills, attention to detail, resilience, and impeccable time management are essential for success.

Key responsibilities:

- Implement each committee's work plan, ensuring that the scope, objectives and deliverables are on track, and that the resources needed for each committee are used.
- Schedule and organize meetings, either physical or via videoconference of the relevant working groups / committee (invitations, supporting documents, drafting meeting minutes).
- Help coordinate and prepare the organisation of programme sessions during the Annual Meeting, in liaison with EPCA's Marketing & Digital Comms Manager. This includes managing the selection, invitation and preparation of speakers and moderators.
- Support the Marketing & Digital Comms Manager by providing content to be shared on the website and social media.



About you

- Keen interest in the petrochemical industry and related matters such as supply chain, DEI, digitalization, sustainability, and circular economy.
- Formal experience in a related field (e.g., working group / committee coordination, petrochemical, talent attraction and development, supply chain...) is considered a plus.
- Excellent written and verbal communication skills in English; other European languages are a plus.
- Strong problem-solving skills, initiative, autonomous and ability to work within deadlines.
- Service-oriented with excellent time-management and organizational skills.
- Ability to work with diverse and multi-disciplinary teams.
- Enjoy admin work
- Proficient in MS Office, SurveyMonkey, Doodle, etc.

What we offer:

- EPCA offers a full-time (38.0 hrs/week) temporary contract with an attractive package.
- Other contract arrangements can be discussed.
- You will have the unique opportunity to work in a fascinating association, with events that define the future of the Petrochemical Industry. Possibility to travel to our annual conference in Berlin at the end of September.

How to apply

Interested candidates should send a CV and cover letter to Lydia.pernalstoddart@epca.eu by 17 February. ChatGPT is a great assistant but please make sure your style and unique perspective comes through too!