

## **Project Coordinator - Events, Conferences and EACS eAcademy**

*Brussels (hybrid, with regular presence in the Brussels office) | Full-time, permanent*

### **About EACS**

The European AIDS Clinical Society (EACS) is a not-for-profit organisation dedicated to advancing excellence in prevention, care, research and education for HIV and related conditions across Europe.

We work to ensure equitable access to healthcare and improve the quality of life of people at risk of or living with HIV, while contributing to public health policy and clinical best practice across Europe.

### **The Role**

We are looking for a motivated and organised Project Coordinator to join our team in Brussels in a hands-on position at the intersection of events, stakeholder engagement, and digital education. You will contribute to the delivery of high-impact European conferences and support the development of the EACS eAcademy, our growing online learning platform.

You will work closely with the Executive Director, colleagues, clinicians and scientific experts, as well as external partners, gaining exposure to a wide range of activities across the organisation.

The workload varies throughout the year, with a stronger focus on events in Conference years, requiring adaptability, proactivity, and a solution-oriented approach in a fast-paced environment with evolving priorities.

The position offers real opportunities for growth. Over time, you will take on increasing responsibility, develop your expertise, and shape projects within your areas of interest.

### **Key Responsibilities**

- **Working Group Coordination:**
  - Coordinate EACS working groups, including meeting logistics, agenda preparation, and follow-up
  - Liaise with working group chairs and members to define project requirements, track deliverables, and ensure timely outputs
  - Contribute to funding applications and progress reports
  - Maintain relationships with EACS members, partners, academia, and public health institutions
  - Contribute to monitoring and evaluation activities
  - Represent EACS at external meetings, events, and conferences
- **Events and Conferences:**
  - Contribute to the organisation of the European AIDS Conference (biennial, ~3,000 participants)
  - Manage the delivery of smaller conferences, meetings, and workshops, including timelines, budgeting, logistics, and on-site coordination
  - Coordinate and contribute to the delivery of virtual and hybrid events
- **EACS eAcademy and Digital Education:**
  - Contribute to the coordination and development of the EACS eAcademy
  - Work with experts and providers to develop eLearning modules and webinars
  - Support the production of online educational content
  - Monitor user engagement and support continuous improvement of the platform

## Profile

- **Essential:**
  - Bachelor's degree with at least 3 years of relevant experience
  - Experience supporting conferences, events, or similar projects
  - Experience coordinating projects and working with multiple stakeholders
  - Strong organisational skills, with the ability to manage multiple priorities
  - Excellent written and spoken English; other European languages are an asset
  - Proficiency in MS Office 365 and digital tools (experience with eLearning platforms is an advantage)
  - Detail-oriented, reliable, and proactive, with a collaborative approach
- **Nice to have:**
  - Experience in healthcare, education, or the non-profit sector
  - Interest in digital learning and content development
  - Experience with grant-funded projects

## What we offer

The successful candidate will join a small, dedicated team in a pleasant and collaborative working environment, contributing to meaningful work in HIV prevention, care and education across Europe.

The position is offered as a full-time, permanent Belgian contract. We offer a competitive salary aligned with experience and qualifications, in line with EACS practices, and discuss this openly and transparently early in the recruitment process.

You will also have opportunities to travel through EACS activities and to grow professionally within a multicultural and stimulating setting.

## How to Apply

Send your CV (maximum 2 pages) and cover letter in English to [applications@eacsociety.org](mailto:applications@eacsociety.org), explaining your motivation and how your experience fits the role.

Please confirm in your application that you are based in Belgium and have the right to work in Belgium.

**The position is open, with a preferred start date by the end of May.**

*EACS is an equal opportunity employer and welcomes applications from all backgrounds.*