

Event Coordinator

Bring scientists and experts together through impactful events.

Are you passionate about organising impactful events in an international, science-driven environment? At SETAC Europe, you will help deliver leading events in environmental science, creating engaging experiences that bring together scientists, policymakers and industry experts to exchange knowledge and drive real-world impact.

About the role:

As Event Coordinator, you play a key role in delivering SETAC Europe's events, ensuring that programme elements, speakers, stakeholders and operational activities come together to create a high-quality and engaging experience for participants.

What you'll be doing:

You will work closely with the Events Officer to provide overall event coordination, planning and support, focusing on SETAC Europe's annual meeting, as well as smaller symposia, webinars, workshops and student events.

Event coordination & planning

- Manage key programme elements such as ceremonies (opening, closing, awards), student sessions, career events and other activities.
- Support planning timelines, milestones, dependencies and deliverables across events.
- Coordinate logistics for plenaries, panels, workshops and other activities.
- Liaise with speakers, chairs and moderators, preparing briefing documents, operational plans and supporting materials.
- Provide on-site event management support, including assistance to members and delegates during SETAC Europe's Annual Meeting.
- Help collect programme highlights, speaker content, award announcements and key meeting outcomes to be made available to the communications team for promotion.

Operations, budgets and logistics

- Coordinate suppliers, venues, internal stakeholders and assigned procurement activities, including supplier quotations, contracts, and related documentation.
- Support budget administration and cost-efficiency.
- Contribute to risk management, contingency planning, and travel and accommodation arrangements.
- Support the implementation of sustainability objectives across event activities.

Reporting and continuous improvement

- Support (post-)event reporting, surveys, evaluations and debriefs.
- Develop and maintain event procedures, templates, operational documentation and lessons-learned reports.
- Identify and implement opportunities for automation, AI tooling, process improvement, and operational efficiencies.

What you bring:

- 1-3 years of experience in event management.
- Strong organisational skills with the ability to manage multiple priorities.
- A pro-active, service-minded and collaborative mindset.
- Resilience and flexibility during peak periods.
- Fluency in English (written and spoken); fluency in Dutch and French is an asset.
- Profound knowledge of and experience with MS Office (Word, Excel, PowerPoint, Teams).
- Eager and able to learn fast.

What you get in return:

- A diverse and meaningful position in an international organisation.
- A global work environment within a small, friendly and professional team.
- The opportunity to connect with an international network of environmental experts.
- A flexible hybrid work setup, with one mandatory office day in Brussels and ample possibilities for working from home.
- A full-time position with a competitive salary based on level of education and experience.

Why join SETAC?

SETAC is a global, not-for-profit scientific society that brings together experts from academia, industry and policy to advance environmental science and its real-world application.

Through our events, you help bring together environmental professionals and students to exchange knowledge, spark collaborations and play a direct role in shaping conversations that drive environmental progress.

Practical Details

- Location: Avenue des Arts 53, Brussels, Belgium
- Contract: Full-time
- Start date: October 2026

Interested?

Send your application letter and your CV to sehrm@setac.org by 10 September 2026.

For more information or questions, please contact the SETAC Europe HR Department by email at sehrm@setac.org