

Contract Role
Events & Administration Coordinator (Part-Time Contract Position)



Reporting To

Chief Executive Officer (CEO)

Location

Remote (Europe-based)

Contract Type

Independent Contractor

Working Hours

3 days per week (approximately 24 hours per week) with likely increases at peak periods

Contract Term

Initial 12-month contract, renewable subject to performance and organisational requirements.

About IAPCO

The International Association of Professional Congress Organisers (IAPCO) is the global community and accreditation body for professional congress organisers. Representing the highest standards of quality and professionalism within the meetings industry, IAPCO connects leading PCOs, destinations, convention centres, and industry partners across the world.

As a small, agile international team, we work remotely and collaborate across multiple time zones to deliver educational programmes, events, advocacy initiatives and member engagement activities that support our members and the global meetings industry.

Position Summary

IAPCO is seeking a highly organised and proactive **Events & Administration Coordinator Contractor** to support the planning, coordination and delivery of the Association's educational programmes, Council meetings, trade show participation and other key activities.

This role is ideal for someone with strong event administration experience who enjoys working independently, managing multiple projects simultaneously and collaborating with stakeholders from around the world.

The successful candidate will play a critical role in ensuring the smooth delivery of IAPCO's events and maintaining excellent administrative processes across the organisation.

Key Responsibilities

Event Planning & Delivery

Education Programmes

- Coordinate the planning and delivery of IAPCO educational programmes, including EDGE Seminars, Seminars at Trade Shows and hosted educational events.
- Manage event timelines, checklists and project plans.
- Liaise with hosts, faculty, speakers, venues, suppliers and sponsors.
- Coordinate registration processes (for some, not all events) and attendee communications.
- Support preparation of event materials, presentations and onsite documentation alongside the MarComms Manager.
- Track event budgets and assist with financial reconciliation, where required.

Council (IAPCO's Board) Meetings

- Coordinate logistics for IAPCO Council meetings and workshops.
- Liaise with host destinations, venues, accommodation providers and local stakeholders.
- Prepare meeting schedules, briefing documents and attendee information.
- Manage accommodation and travel tracking.
- Support meeting delivery and follow-up actions.

Trade Shows & Industry Events

- Coordinate IAPCO's participation at industry exhibitions and trade shows including IMEX, IBTM and others.
- Manage meeting schedules and appointment systems.
- Coordinate booth logistics, marketing materials, giveaways and shipping requirements.
- Liaise with organisers, partners and suppliers.

- Support lead tracking and post-event reporting.

Ongoing Administration & Coordination

- Maintain project plans and action trackers for assigned activities.
- Coordinate meetings and prepare agendas where required.
- Take and distribute meeting notes and action summaries.
- Maintain accurate records within IAPCO systems and databases.
- Assist with document preparation, reporting, and presentation development.
- Support contract administration and supplier documentation.
- Manage event-related email communications and enquiries.
- Manage IAPCO database of contacts

Stakeholder Engagement

- Act as primary point of contact and liaison between HQ and Training Academy
- Act as a primary point of contact for event participants, faculty, suppliers, hosts and partners.
- Build strong working relationships with IAPCO members and industry stakeholders.
- Ensure professional and timely communication with all stakeholders.
- Support the delivery of an exceptional participant experience across all IAPCO activities.

Skills & Experience**Essential**

- Minimum 3 years' experience in event coordination, conference management, association management, or a related field.
- Experience supporting international meetings, conferences, or educational events.
- Excellent organisational and project management skills.
- Strong administrative capabilities and attention to detail.
- Ability to manage multiple projects simultaneously.
- Excellent written and verbal English communication skills.
- Proficiency in Microsoft Office (Sharepoint, Word, Excel, PowerPoint, Teams).
- Ability to work independently in a remote environment.

Desirable

- Experience working with associations, professional societies or membership organisations.
- Experience with online meeting platforms and event registration systems.
- Knowledge of the international meetings and events industry.
- Experience using scheduling software (i.e. Monday.com), CRM, LMS, or other membership management systems.
- Additional international language skills.
- Experience supporting volunteer boards, committees or governance meetings.

Personal Attributes

The successful candidate will be:

- Highly organised and detail-oriented.
- Self-motivated and proactive.
- Adaptable and solutions-focused.
- Comfortable working across cultures and time zones.
- Professional and diplomatic in stakeholder interactions.
- Able to prioritise competing deadlines effectively.
- A collaborative team player with a positive attitude.

Key Performance Indicators (KPIs)

The Events & Administration Coordinator will be measured against:

- Successful delivery of assigned events and meetings.
- Adherence to event timelines and project plans.
- Stakeholder satisfaction and responsiveness.
- Accuracy of administrative records and reporting.

- Timely completion of event logistics and communications.
 - Effective coordination of trade show participation and follow-up activities.
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What We Offer

- Flexible remote working environment.
 - Opportunity to work with a global network of industry leaders.
 - Exposure to international events and association management.
 - Collaborative and supportive team culture.
 - Opportunity to travel, meet new people and participate in many cultural experiences.
 - Opportunity to contribute to the advancement of professionalism within the global meetings industry.
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To Apply

Please submit:

- A cover letter outlining your suitability for the role.
- Current CV/resumé.
- Details of your availability and daily contract rate.

To: education@iapco.org

Due Date: Friday 31st July 2026

Applications are open to candidates based in Europe with the right to work as an independent contractor in their country of residence.