

Conference officers

Duties and Responsibilities

- Help plan and coordinate the Annual Conference (*STEAR Europe-Asia Youth Forum*) by assisting the Conference Director in operations including but not limited to: event schedule, speaker arrangement, participant selection and communication, and publicity.
- Coordinate and cooperate with the Conference Director in the logistics for (bi-)weekly team meetings.
- Communicate and collaborate actively with the Conference team, the Events team, the Events Director and the Conference Director and other portfolios to organise the conference.

Hours of Commitment: 5-6 hours/week approximately

Duration: April - December 2025, with a possibility of extension

Report to: Conference Director

Qualifications

- Age 18 - 30 (Student, Recent Graduate or Young Professional)
- Experience in online event planning to large audiences in different time zones
- Excellent command of spoken and written English, with a proven ability to communicate effectively orally and in writing
- Good planning, organisational and time-management skills
- Ability to work with different internal and external stakeholders
- Experience working in a multicultural organisation
- High level of professionalism and attention to detail
- Interest in Asia-Europe relations and related affairs

What STEAR has to offer

- **Impact:** The opportunity to improve your skills (event planning, time management, team working and leadership), and to translate your ideas into events in the first youth think tank focussing on Eurasia.
- **Network:** An international network of curious students and young professionals across Eurasia.
- **Opportunities:** Access to STEAR's internal training, workshops and events that will help you expand your knowledge in the field of Europe-Asia affairs, as well as acquire new skills.
- **Career:** Boost your CV and receive a certificate or letter of recommendation at the end of your time at STEAR.

How to apply

Please submit the [application form](#), including your CV and your cover letter.

If you have any questions about this role, please feel free to email

stearevents@gmail.com