

We are hiring a
Event Communications Coordinator

TITLE: Event Communications Coordinator

REPORTS TO: Communications and Membership Manager

LOCATION: Bonn, Germany

DESCRIPTION

The Event Communication Coordinator is responsible for planning, coordinating, and executing communication and logistical strategies for key international events, including BIOFACH, the Organic World Congress (OWC), and the IFOAM General Assembly. This role serves as the primary liaison between IFOAM – Organics International and event organizers, ensuring strong engagement with affiliates, stakeholders, and the wider organic movement. Key responsibilities include event promotion, content development, speaker coordination, membership outreach, and managing communication deliverables across various platforms. Additionally, the coordinator supports broader communication efforts, campaign development, and the implementation of partner obligations.

RESPONSIBILITIES

BIOFACH Coordination

- Plan & coordinate logistics for BIOFACH Nuremberg and other BIOFACHs around the world.
- Support in content creation for all BIOFACH events.

Organic World Congress & General Assembly Coordination

- Act as the liaison between IFOAM – Organics International and the OWC organisers.
- Support the local organisers in involving IFOAM affiliates in the host country and Self-Organized Structures (SoS) in the region in the development of the congress.
- Support the participation in the Congress Steering Committee and relevant subcommittees.
- Coordinate the design and development of the congress website.
- Participate in relevant working groups for the coordination of the General Assembly
- Coordinate the publication of the GA Report and WB Term report.

General Communications Coordination

- Develop engaging activities to boost membership outreach.
- Support development of SOPs in the communication department.
- Ad hoc mailings and other communications output.
- Update and develop communication/campaign materials.

Project Coordination Support

- Planning and implementation of promotional activities.
- Fulfilment of communications-specific partner and project obligations.
- Any other related task assigned by the supervisor.

REQUIREMENTS

Qualifications, Skills & Experience

- Educated to degree level with 3+ years of overall professional experience.
- High media literacy with a good grasp of event coordination.
- Skilled in building effective event concepts and creating momentum for multi stakeholder campaigns.
- Excellent writing and speaking skills for campaign contents and messages.
- Knowledge of Adobe Suite; knowledge of Drupal CMS is a plus.
- Fluency in English, additional languages (e.g. German, French and/or Spanish) are a plus.

Competencies

- Ability to manage multiple projects and tasks at once in a self-directed manner,
- Ability to work and lead action in coordination with a diverse group of partners;
- Excellent interpersonal skills with an ability to inspire trust and respect among colleagues and external partners;
- Proactive team player, able to work collaboratively as part of a multicultural and interdisciplinary team as well as independently;
- Good attention to detail and the highest level of integrity.

WE OFFER

We offer a full-time (40 hours/week) position in a dynamic and multicultural team within a well-established yet growing international organization dedicated to creating a positive impact on the planet and our food systems. This is a fixed-term, one-year contract covering paternity leave, with the possibility of extension. We offer a salary based on relevant experience and qualifications, ranging from €33,000 to €37,000 gross per year.

HOW TO APPLY?

We aim to fill the position as soon as possible and will accept applications until the post is filled.

Please submit your CV, a motivation letter, three professional references and your salary expectations by email in one single file (PDF) to jobs@ifoam.bio, indicating in the subject line the title of the position you apply for and your preferred starting date. Additional documents may be asked for at a later stage.

ABOUT IFOAM

Founded in 1972, IFOAM – Organics International works as an agent of change, advocating for true sustainability in agriculture, value chains, and consumption. We are an international non-profit organization with a membership base that spans around 100 countries and promote a holistic approach to food systems based on the principles of health, ecology, fairness, and care. The Organization is based in Bonn, Germany, but implements projects worldwide.