



LUCI Association

is recruiting:

AN EVENTS AND COMMUNICATION COORDINATOR

On a long-term contract

Background information

LUCI (Lighting Urban Community International) is an association created in 2002. It brings together 70 cities and 50 associated members worldwide. As the international network of cities on urban lighting, LUCI is an exchange and dialogue platform for cities that use **light as a tool for urban, economic, social and cultural development, taking into account sustainability and environmental issues, smart and citizen focused cities.**

More information: www.luciassociation.org

Responsibilities

LUCI is recruiting an **Events and Communication Coordinator**, a junior position reporting to the LUCI management team, and in collaboration with the Communication Manager. His/her main tasks include:

1. Events

- ✓ Supporting the development of LUCI's international events each year (including, but not limited to, the Annual General Meeting, City under Microscope, and other events);
- ✓ Supporting all aspects of coordination and logistics before and during the event in conjunction with the host city (from A to Z planning and coordination: including defining a timeline, developing the programme, sourcing and confirming speakers, managing hotel reservations, stewardship of participants, in-person and online technical logistics, and more);
- ✓ Coordination of LUCI's participation in other events, trade fairs and conferences;

2. Communication

- ✓ Assisting in the communication process and outreach for all LUCI events;
- ✓ Supporting LUCI's external and internal communication efforts, especially with a focus on digital communication;

3. Other tasks and duties as needed

- ✓ Participate in Knowledge exchange and capitalization activities of the LUCI network;
- ✓ Network contacts database upkeep;
- ✓ Participate in ongoing Network relations and stewardship;

Profile

✓ Experience and knowledge

- Master's degree in a relevant field of study;
- At least 2 years of experience in event management (including online) and communication;
- Experience working in an international setting and/or with local authorities is strongly recommended;
- Knowledge of issues related to urban public policies is an asset;

✓ Skills

- High level of proficiency and fluency in English and a good working knowledge of French;
- Excellent written and oral communication skills;
- Strong interpersonal skills with a high sense of diplomacy and cultural awareness;
- Strong command of standard IT tools and communication tools such as CRMs, WordPress, Hootsuite, Mailchimp, etc;
- Strong command of online digital platforms;

✓ Attitude

- Highly motivated and open-minded, ready to contribute to a multicultural work environment;
- Ability to work both independently with a high level of autonomy and cooperatively as part of a team;
- Detail-oriented, organisational capacities, including the ability to manage multiple tasks and projects and prioritise;
- Ability to handle stress and pressure during lead-up to events;
- Willingness and flexibility to travel and work on a varying schedule;
- Team spirit, capacity to take initiatives, solution oriented;

Benefits and terms for employment

- The post is based at LUCI's head office in Lyon, France;
- The selected candidate will be employed under French law (association loi 1901), the full time, long term (CDI) contract includes a probation period;
- The selected candidate will be offered a gross annual salary of 27k € depending on qualifications and previous professional experience;
- Lunch vouchers, partial transport reimbursement, opt in supplementary health insurance are included.

Other benefits include:

- Training opportunities;
- A dynamic international team;
- A pleasant working environment;
- Part-time teleworking ;

Work with LUCI should start **as soon as possible**;

How to apply ?

- To apply, send your cover letter + CV + list of references **in English only** to Ms. Meri Lumela, President of LUCI, by email, using recruitment@luciasociation.org only; please include:
 - indication of possible start date
 - indication of permission to work in France

LUCI is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

- **Application deadline: 10 January 2022 midnight**; any application sent after this deadline will not be considered; shortlisted candidates only will be contacted; Phone calls will not be accepted;
- In order to support the evaluation via interview, shortlisted candidates might be required to undergo a written test relevant to the job content prior to the interview;
- Kindly note that applications are reviewed continuously upon arrival, **therefore submitting your application as soon as possible is advisable**;
- For data protection information read our disclaimer and privacy policy on our [website](#).