



Updated March 2024

LUCI Association
is recruiting:

AN EVENTS COORDINATOR

On a long-term contract (CDI)

Background information

LUCI (Lighting Urban Community International) is a not-for-profit association created in 2002. It brings together close to 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 Coordinator**, a junior position reporting to the LUCI management team, and working hand in hand with the Communication and Programme managers . His/her main tasks include:

1. Events

- ✓ Supporting the development of LUCI's international events (including, but not limited to, the Annual General Meeting, City under Microscope, Asia Urban Lighting workshop and Lyon Light Festival Forum);
- ✓ 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 developing the programme, sourcing and confirming speakers, managing hotel reservations, stewardship of participants, in-person and online technical logistics etc);
- ✓ Coordination of LUCI's participation in other events, trade fairs and conferences;

2. Communication

- ✓ Assisting in the communication team in outreach campaigns for all LUCI events;
- ✓ Supporting all LUCI's 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 or equivalent in a relevant field of study;
- At least 2 years of experience in managing events and/or communication;
- Experience working in an international setting and with local authorities is strongly recommended;
- Knowledge of issues related to urban public policies is a strong asset;

✓ Skills

- High level of proficiency and fluency in English and 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, Canva, Mailchimp, etc;
- Strong command of online digital platforms;

✓ Attitude

- Highly motivated and open-minded, ready to contribute to and grow in 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 28k€ depending on qualifications and previous professional experience;
- Lunch vouchers, partial transport reimbursement, opt in health insurance are provided

Other benefits include:

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

Work with LUCI should start **around 15 May 2024**;



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How to apply ?

- To apply, it is mandatory to send a 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, if nationality is outside EU.

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

- **Application deadline:** **22 April 2024 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](#).