

Events Manager - GreenBuzz Volunteer

GreenBuzz Geneva is looking for engaged volunteers that support its mission and vision, share its values and want to become an active part in our growing network of sustainability professionals. We are currently looking for an **events manager volunteer**.

Role Description:

The Events Manager volunteer is responsible for all activities connected to events, including:

- Contribute to the creation of GreenBuzz Geneva events calendar
- Setting up and leading a team of events volunteers as necessary
- Planning individual events
- Identify event partners/sponsors
- Secure venues
- Coordinate event logistics
- Event follow-ups

As the Events Manager will create his/her own support team, it is expected that the workload may be heavier in the team creation phase and later vary depending on the event and based on the agreed-upon events calendar.

Minimum requirements:

Interested candidates should be able to demonstrate the following:

- some experience in events management
- some experience in project and team management
- deep interest in sustainability
- previous professional experience in sustainability with an established network in Geneva is an asset

Your Benefits:

As a GreenBuzz volunteer, you get to be at the heart of an inspiring network of sustainability professionals. You can come to events for free and are directly involved in the planning and coordinating of their content. By being part of the GreenBuzz community, you can build up/expand your own network of sustainability professionals and experts from different industries. Last but not least, with your skills and dedication you are contributing to the achievement of the UN Sustainable Development Goals and leading the way into a sustainable future - the new normal in business.

Do you want to become part of our buzzing community? Are you passionate about sustainability and creating positive impact? Do you have time to be an engaged part of our team? Please send a letter of motivation and a short CV to Geneva@greenbuzz.global. Don't wait! We will be reviewing expressions of interest on a rolling basis.