

AESIS

NETWORK FOR
ADVANCING & EVALUATING THE SOCIETAL IMPACT OF SCIENCE

The Network for Advancing and Evaluating the Societal Impact of Science (AESIS Network) is an established international network for various types of professionals working on stimulating and demonstrating the impact of science on economy, culture and well-being. We focus on knowledge exchange between professionals from all over the world, who are involved in the evaluation of impact, research strategy and policy making, funding and other impact support. By creating and organising conferences, focused courses, research and consultancy we help to develop effective instruments for evaluating and advancing the societal impact of science.

Our small and dynamic team is in need of a new:

Office- and Conference Manager (0.7-0.8 fte)

This position entails the following responsibilities:

- Organisation of the AESIS conferences and courses, taking care of planning, locations, catering, IT, and partner and participant communication
- Office management tasks, including HR, financial administration and supply acquisition;
- Coordinating and guiding the AESIS Office- and Conference Management team of 2 interns or colleagues;
- Supporting further development of the overall AESIS mission and strategy with the leadership team.

So if you are:

- looking for an exciting position in developing top-notch international activities, bringing together key experts and help connect Science with Society;
- an eager and self-sufficient learner;
- excited about approaching relevant organisations and expanding your network;
- pro-active and enjoy taking on challenges;
- the organising type who is structured and responsible;
- a colleague who is happiest working in a team;

And you match the following criteria:

- possession of a Bachelor's degree
- able to demonstrate organisational experience
- fluent in Dutch and English
- available from January 2021

We invite you to send your motivation and resume to Ilse Lechner (i.lechner@aesisnet.com) to apply for this position. Applications will be accepted until December 4th, or another suitable match has been found.

AESIS Network | Mauritskade 5 | 2514 HC | Den Haag | www.aesisnet.com

