

The **European Society of Veterinary and Comparative Nutrition (ESVCN)** is looking for a part-time **executive administrator**, on an independent basis.

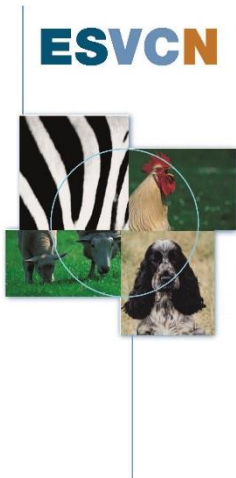
Job description

You will support the president and the other members of the ESVCN board with organisational, logistic and administrative tasks.

To give an impression, a non-exhaustive list is presented below:

- * Every year, the ESVCN congress is organised at another location in Europe, and you will have to liaise with the local organisers and support them to ensure that everything is timely organised according to the guidelines. This might include a site visit to check for the availability of the necessary accommodation and equipment.
- * You will be responsible for membership registrations and solve any complications that might arise with payments or related issues.
- * You will make invitations and other promotional material for the congress and other activities (e.g. workshops), and send it to members and look for interested non-members.
- * You will help to prepare the board meeting and general assembly. This might require attending the yearly congress.

Given the timing of certain tasks, you will need to be flexible, because for instance the work load will very likely increase towards September because of the congress. You can be based anywhere, but it will be required to attend board meetings (about twice a year). We estimate the task to take on average between 4 and 12 hours per week, to be discussed with the president, but the cooperation might need to be evaluated after a year. Payment is to be negotiated based on consultancy fees.



Profile

You are a “fixer” with a well organised working method and good communication skills. Experience with similar jobs is a plus.

You preferably know what is happening in the world of animal nutrition research in a veterinary context.

You need to be fluent in written and spoken English.

Knowledge of other languages is considered an advantage.

For additional information, please contact our president Pat Harris (pat.harris@effem.com).

Application

Please send your application together with your cv to our secretary, Maria Grazia Cappai (mgcappai@uniss.it), before January 31, 2018.