

臺灣歐洲教育推廣協會徵秘書長 Secretary General

職缺：秘書長 **Secretary General**

徵才單位：臺灣歐洲教育推廣協會 **European Education Promotion Association (EEPAT)**

Type: Full-time, under two-year employment contract, negotiable and renewable

Application deadline: May 20, 2022

Estimated start date: June 15, 2022

About EEPAT

[European Education Fair Taiwan \(EEFT\)](#) was established in 2002, and is one of the significant education fairs in Taiwan. The current Committee is with joint efforts of the French Office in Taipei/ Campus France Taiwan, DAAD German Academic Exchange Service Information Centre Taipei, and British Council Taiwan. The Committee has a non-profit objective and is solely devoted to promoting opportunities to study in European countries by bringing representative offices in Taiwan and their affiliations together to organise annual EEFT in the autumn. Under the impact of pandemic, a series of virtual seminars alternatively serves to fulfill the goals of EEFT. In addition, the Committee hosts diverse events and programs of European education in partnership with the public libraries and local universities. Every year, it also provides the scholarship for Taiwanese students to pursue higher education in Europe.

Responsibilities

Operational management/ project management

- Manage association affairs including daily administration, upholding legal requirements, arranging board meetings and annual general assembly, and projects/programs to promote the European higher education.
- Liaise with the EEFT Organising Committee to meet operational requirements, including arranging/hosting meetings, providing meeting agendas/reports, maintaining effective records, responding to ad-hoc requests, etc.
- Coordinate the EEFT, the virtual events, and education promotion programs from planning, preparation, delivery to post-event follow-ups, including but not limited to marketing communication, needs scoping, liaison with external partners (vendors or service providers) and logistic arrangements.
- Provide representation on behalf of the EEFT Organising Committee for enquiries, presentations, meetings, events and/or activities that are relevant to the EEFT where appropriate.
- Support the EEFT Organising Committee in terms of business development, including but not limited to identifying potential sponsorships/partnerships and developing services for income generation.

- Manage the EEFT social media platforms, website and relevant marketing communications

Finance management

- Plan, manage and execute allocated budgets (income and expenditure).
- Provide monthly updates/forecasts on the finance figure.
- Identify and report potential risks to the EEFT operation/management.

External relationships building & development

Maintain, develop and/or facilitate work relations with the following stakeholders:

- Influencers on education (e.g. agents, alumni, etc.)
- Local education providers, institutions and organisations
- Local authorities (e.g. MoE, education/cultural divisions, etc)
- Public libraries/study abroad centres
- Partners and sponsors
- Vendors, suppliers and service providers

Other important features or requirements of the job

- Occasional working on weekends may be required due to business need
- Occasional travel in Taiwan

Qualifications

- Bachelor degree is required; experience of studying or working in Europe is preferred.
- Minimum 3 years of working experiences. Previous experiences in event management, exhibition organization or marketing communication industry preferred.
- Autonomous, able to work with minimum supervision.
- Good organizational and social skills
- Good communication and presentation
- Strong adaptation capacity
- Must be fluent in Mandarin and English, knowledge of a second European language is also desirable
- Good writing and translation skills

Job Location

- 14F-3, 57 Fuxing North Road, Taipei 105 Taiwan (CCIFT Business Center)

Salary

- Starting from 45,000 NTD per month, 1 month bonus

How to apply

Please fill out the provided CV, and send it along with cover letters in both Chinese and English to Ms. Jade Tsai (contact@eef-taiwan.org.tw, 02-2740-9510) before May 20, 2022.

Next step

- Only pre-selected candidates will be contacted for individual interview with the EEPAT Board members.
- The interview is tentatively scheduled on May 27, 2022.

Equal Employment Opportunity

European Education Promotion Association Taiwan provides equal opportunity and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.