



VACANCY: team coordinator (f/x/m) - 3/5

Brussels, October 2023

Privacy Salon vzw. is a small Belgian non-profit with its origins in the LSTS research centre at the Vrije Universiteit Brussel. For 16 years, we have been organising the yearly CPDP conference in Brussels: a renown, international gathering of data protection, privacy and technology experts from academia, institutions, and industry. Behind this operation is a small but driven international team, which is looking for a new team coordinator starting as of immediately. (f/x/m)

Job Description

The Privacy Salon team coordinator (f/x/m) is the central hub within our small multidisciplinary team. They will keep the necessary overview and support the organisation and the team to deliver qualitative work together. For doing so, the team coordinator (f/x/m) will manage daily operations, human resources, internal agendas and communication, and will be the interface with Privacy Salon's advisory board. Regular travel is required for in-person meetings mainly in Brussels, Ghent and Antwerp but also other cities and/or countries may need to be visited infrequently.

Your tasks

- Daily coordination and management of Privacy Salon vzw.
- Overseeing administration and technical infrastructure (licenses, access management, payments, passwords...).
- Overseeing financial administration, contracts, budget, and insurances.
- Assisting internal communication and strategy.
- Assisting the management and coordination of board(s), preparing meetings, keeping and archiving minutes.

- Regular reporting to the advisory board.
- General logistics.
- Keeping employee records.
- Coordinating job-students and volunteers.
- Maintain team agenda and virtual working platform.

Your Profile

- You have at least a bachelor's degree (or equivalent through experience) and more than 2 years of relevant experience as office manager/team coordinator (or related).
- Have very good knowledge of English, Dutch (written and spoken) and can speak French.
- You have good knowledge of common IT systems online and offline (mainly Microsoft365) and are willing to acquire new skills where necessary.
- You have the necessary communication skills, empathy, and the ability to bring people together (internally and externally).
- Have initiative, organizational skills, and decisiveness.
- Based on your enthusiasm and personality, you know how to keep the team engaged.
- You take the initiative and can work independently.
- Can handle several projects at the same time, know how to set priorities and respect deadlines.
- Are social, a team player and will approach to-dos with a positive attitude.
- Experience in managing conferences and/or cultural events is a plus.
- Fundraising experience is a plus.
- Proposal-writing experience is a plus.
- Experience in budget management is a plus.
- Experience in IT management is a plus.
- Other languages are a plus.

Please apply before November 17th, 2023 with a motivation letter of max. 1 page and a CV via email to thierry@privacysalon.org and/or jonas@privacysalon.org



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www.privacysalon.org - thierry@privacysalon.org