BDVA is seeking applicants to fill a position of Secretariat Officer in the BDVA Office in Brussels, Belgium.

About BDVA

The BDVA is an industry-driven international not-for-profit organisation with over 230 members all over Europe. It focuses on enabling the digital transformation of our economy and society through Data and Artificial Intelligence fostering the European excellence in research and innovation. Our members include the biggest European businesses, SMEs, and start-ups alike, research and innovation organisations, and academia. Together with them and our collaborators, we advance all related areas of Big Data and AI technologies, such as infrastructures, data platforms, data spaces, data privacy, Industrial AI, business models, standardisation, skills, high performance computing and many others. (www.bdva.eu). Data, data spaces, getting value out of data, AI and new business opportunities to create impact is one of the top priorities in our European economy. BDVA is in the middle of this discussions, having significant collaboration and is over more the 7 years a well-established in this data ecosystems!

Job description

The successful candidate will support the membership and general administration, organisation of meetings, workshops and major events, communications, and will provide overall support to the association office administrative tasks. She/he will report directly to the International Secretariat Manager and will work in a small and dynamic team. This is a junior position targeting candidates with some working experience in the sector that want to develop career in a very vibrant international community.

Key responsibilities

The BDVA Secretariat Officer performs the following tasks in close collaboration with the International Secretariat Manager and the rest of the team:

- **Membership administration**: Including the management and maintenance of the register of members and all relevant documentation; day-to-day contact with members for administrative purposes; management of distribution lists; contact point for the info email account; membership updates; managing new applications for membership; producing statistics & reports.

- **Financial and general administration**: Assist the Secretariat Manager in general financial administrative tasks and project reporting.

- **Organisation of events** including conferences, seminars and workshops

- **Organisation of meetings**: Supporting the organisation of meetings; logistics for the meetings and conference calls; producing minutes and reports.

- **Communications**: Including (but not limited to) operational daily communications tasks, such as website content management, newsletters, management of social media channels, production of communication materials.

---

1. The legal name of BDVA is currently Data, AI and Robotics aisbl (DAIRO).
• **Administrative and organisational support** to the International Secretariat Manager and other team members
• Support to other tasks such as the documentation management, development of internal surveys, etc.

**Profile**

We are looking for a pro-active and flexible candidate, able to work with international communities and in multicultural environments, sociable, customer and results oriented. We are looking for applicants with:

- A minimum of a bachelor's degree or equivalent (ideally in business administration, communications, or similar).
- Minimum 1 year experience working in a similar position exposed to an international and multi-cultural context.
- Proven experience in administrative functions (project and/or organisation).
- A good understanding of the environment of international non-profit associations.
- Good communication and drafting skills. Proven experience in managing digital communication channels. Graphic design skills is a plus.
- Very strong organisational skills.
- Proven experience in organisation of events and/or meetings.
- Knowledge about the functioning of the European institutions.
- Excellent command of MS Office programmes.
- Understanding of Big Data and AI technologies.

The working language of BDVA is English and the candidate must be fluent in English. French is a very strong plus. Other languages is a plus. Availability to travel within Europe (Max 5%).

**We offer**

- A full-time or part-time position with a competitive remuneration package.
- An international and multicultural work environment in an exciting and dynamic technological and policy field.
- Flexible working conditions with opportunity for personal initiative.
- You will be part of a highly motivated, highly skilled, open, collaborative etc. team and association focussed on impact in and for Europe

Starting date: September/October 2022

**To apply**

Please send your CV and motivation letter by August 24th, 2022, to jobs@core.bdva.eu with the reference #SecretariatOfficer2022