

EVENT PLANNER

The successful candidate

Will organize communication and fundraising projects, promote events and awareness campaigns, and recruit benefactors via efficient public relations, developing personal contacts, event support and post-event follow up.

Will be required to develop good relations with the national and international media, prepare press conferences and press releases, interviews and advertisements in order to inform the community and attract donations and benefactors to promote Cudeca Hospice's public image in general.

Will be part of a team dedicated to raising awareness and funds to improve the quality of life for advanced incurable cancer patients and their families, and must be able to understand and communicate Cudeca Hospice's philosophy.

Job description:

- Identify customer requirements and expectations for each event.
- Brainstorming and implementing event concepts and themes.
- Preparation of event budgets and processing of invoices.
- Budget management and negotiation with suppliers.
- Search and contracting with the different suppliers.
- Organisation of suppliers, catering, staff and entertainment.
- Co-ordinating all logistical elements of the event.

The position requires:

- Native level of English, spoken and written. High level of Spanish.
- Event planning experience.
- Write communications in English and Spanish, and translate documents.
- Successfully perform public relations duties and public speaking.
- Work with volunteers.
- Be proficient in using Microsoft Word, Powerpoint and Excel programs and Basic Design and video editing Programmes. Also Social Media.
- Minimum 3 years of experience performing similar tasks.
- Possess current driving license.

Previous experience would be an advantage. Full-time contract offered with flexible hours to compensate for event attendance.

Interested candidates please send CV in English: rrhh@cudeca.org

REF: EVENT PLANNER

Fundación Cudeca. Av. Del Cosmos S/N. 29631. Benalmádena.

Fax: 952 56 49 22.