

## 臺灣歐洲教育推廣協會徵專案經理 Project Manager

**職缺：專案經理 Project Manager**

**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:** 10 January 2023

**Estimated start date:** 1 February 2023

### 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 a joint effort 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 the annual EEFT in autumn. Under the impact of the pandemic, a series of virtual seminars alternatively serves to fulfil the goals of EEFT. In addition, the Committee hosts diverse events and programs of European education in partnership with public libraries and local universities. Every year, it also provides scholarships 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 for the European Education Promotion Association (EEPAT), as required; and projects/programs to promote 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 50,000 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. Diane Hsu ([contact@eef-taiwan.org.tw](mailto:contact@eef-taiwan.org.tw), 02-2740-9510) before 10 January 2023.

**\*Please download the template: [CV\\_Your full name](#)**

### Next step

- Only pre-selected candidates will be contacted for individual interview with the EEPAT Board members.
- The interview is tentatively scheduled on 13 January 2023.

### 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.