



**WORLD  
ALLIANCE**  
*for* EFFICIENT  
SOLUTIONS

by  
**SOLARIMPULSE**  
FOUNDATION

**PERMANENT POSITION:  
EXPERT EVENT COORDINATOR  
IN SUSTAINABLE DEVELOPMENT & CLEAN TECHNOLOGIES**

Entity: The Solar Impulse Foundation

Department: Expert Team of the World Alliance for Efficient Solutions

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Start Date: ASAP

Duration: CDI

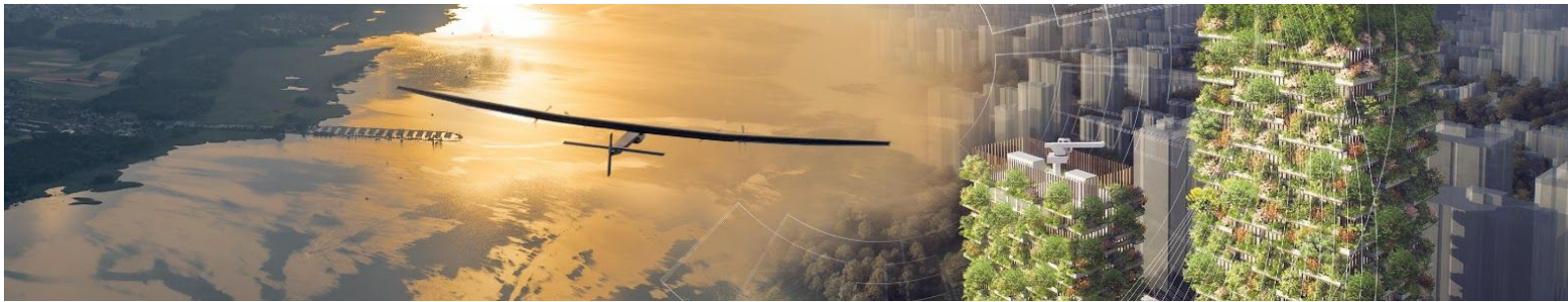
Place of work: Lausanne, Switzerland

Application deadline: 11th July 2019

Available for interviews: 15-17th July in Lausanne

**Context:**

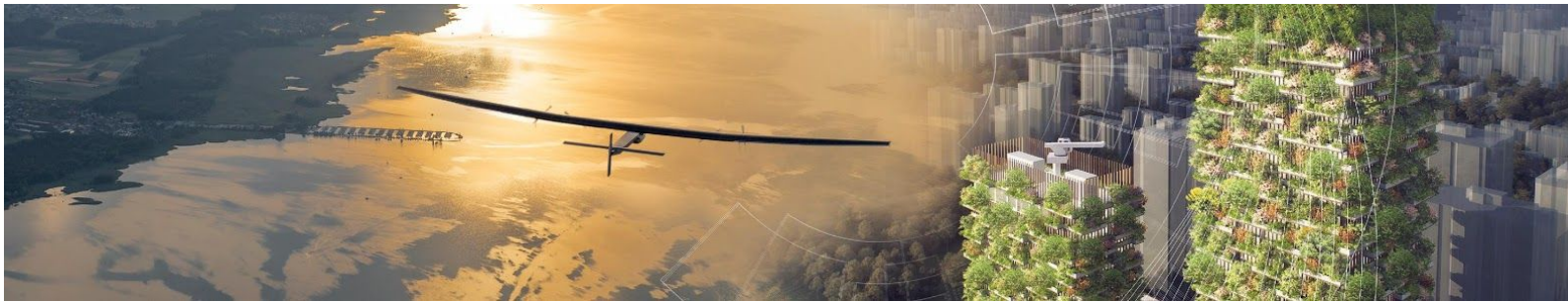
Following the first-ever round-the-world flight in a zero-fuel airplane, the Solar Impulse Foundation, chaired by Bertrand Piccard (pilot and initiator of the project) launched the World Alliance for Efficient Solutions that seeks to federate all the actors (companies, startups, investors, association) from the cleantech and sustainability sector. The goal of the Alliance is to encourage the implementation of concrete efficient solutions worldwide, in order to help governments, reach their health and environmental targets. The first action of the Alliance is to bring together a catalogue of 1,000 solutions developed by our members. The selection process is based on the insights of renowned experts in order to build a portfolio of technologies and processes showcasing human ingenuity to tackle climate change, without barriers of contexts or origins.



## **Duties overview:**

The World Alliance is looking for a permanent full-time position to take charge in the Experts Challenge Events. Expert Challenge Events are organized by the Solar Impulse Foundation (SIF) - Expert and Solution team. The aim is to bring together Experts (professionals in the field) and provide a great opportunity to network - meeting fellow Experts, Innovators, and assess Solutions in teams. These events host approx. 60-70 participants.

- **Organize independently an Expert Challenge event every 8-10 weeks**
  - Identify optimal geographic location and timing of the event
  - Prepare an event calendar for Sept- Dec 2019 and Jan-Dec 2020
  - Be the single point of contact about the event externally and internally
  - Be in charge of creating promotional material, managing website (e.g. Eventbrite), blog, social media activities, and coordinate with SIF – Communication Team
  - Coordinate the production of event documentation such as programmes, brochures, badges, signage, certificates, and prizes for participants
  - Ensure participation target (minimum number of attendees 60 ppl.) is reached
  - Before the event(s) arrange travel and accommodation for SIF – Team participants
  - Before the event(s) allocate individual tasks/to-dos to the SIF – Team participants and arrange pre-events briefings
  - During the event(s), handle the delegates queries and troubleshooting to ensure that everything runs smoothly
  - Ensure post-events target are met (2 assessments completed on the day per participant), and arrange post-events debriefing
  - Support SIF –Financial department in processing the reimbursement of expenses for delegates when required
  - Assist in the post-event follow-up including updating data records, collating feedback data as required, and collecting key takeaways to improve future events
- **Collaborate with Experts team**
  - Provide weekly updates to the team regarding Expert Challenge Events' organization
  - Identify and effectively engage potential prospects (new Experts)



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### **Qualifications :**

- **Interest in sustainability, environmental technologies and innovation is a must**
- Good knowledge of Microsoft Office especially Word, Excel and PowerPoint, website content management system, and social media
- Proven experience as an events planner or organizer of at least 2 major events
- Minimum Master degree
- Excellent organizational skills and great attention to details
- Ability to multi-task and to manage a varied workload within deadlines
- Problem-solving approach with an ability to work quickly and accurately
- Pro-active
- Independent
- Open, outgoing, communicative personality, and not afraid of "cold calling"
- Capable of identifying top quality Expert's profiles
- Excellent verbal and written communication skills in both English and French
- Able and willing to travel at least 3 days per month in Europe

### **Additional Opportunities:**

- Exchange with scientific experts from all over the world
- Help shaping the first steps of a ground-breaking and ambitious adventure, in a fast paced and highly motivating work environment

### **Application:**

Please send CV in English (maximum 2 pages) and a short cover letter describing how you fulfill the job description criteria and providing an example of an event that you organized/supported to organize, your role and tasks to [job@solarimpulse.com](mailto:job@solarimpulse.com)

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