



UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in administrative position:

## EVENT SPECIALIST

In this position, you will coordinate logistics for major events, in-person and/or virtual events. Responsibilities will also include organizing and motivating volunteers, assisting with logistics of auxiliary fundraising events, coordinating event administration, schedules, and meetings, controlling inventory/implementation of marketing, presentation, or fundraising materials, and preparing financial or operations reports. You will also be responsible for ensuring sponsorship fulfillment of benefits, securing, and coordinating all vendor relationships, and ensuring policies and procedures for events are followed.

### Responsibilities:

- Creating and managing our events calendar;
- Managing event budgets;
- Coordinating event logistics;
- Organizing marketing material;
- Managing event staff;
- Engaging with vendors and partners;
- Managing the daily event operations;
- Post-event reporting;
- Project management skills with demonstrated ability to deliver results;
- Works with the development and marketing team to assist and provide support for events;
- Executes events in accordance with provided budgets;
- Keep data organized and regularly update donor information;
- Coordinates logistics, including venue selection, catering, entertainment, and technical requirements, to ensure successful and impactful events;
- Event Tracking of Invoices and In-Kinds;
- Requests and submits for payment invoices and related documents for all events;

### Key Qualifications:

- Minimum Bachelor's degree is required;
- Minimum of one (1) year of office and clerical experience in an academic or institutional environment is preferable;
- Excellent coordination and management skills;
- Excellent written and verbal communication skills in English language;
- Fluency in English language, proficiency in Turkish language is an advantage;
- Strong organizational skills;
- Multi-tasker with a strong work ethic;
- Creativity;

### Deadline for Applications: 18 September 2023

*For more information, we invite all interested candidates to visit our website [www.unyt.edu.al](http://www.unyt.edu.al) (job vacancies section)*

**Application:**

Qualified candidates are kindly requested to submit application through our website <https://unyt.edu.al/index.php/work-with-us/> or send **by e-mail** at [hr@unyt.edu.al](mailto:hr@unyt.edu.al) the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in English language;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

**IMPORTANT NOTES:**

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL** candidates will have feedback from the Human Resources office.