

Position Title: Team & Institutional Relations Assistant
Reporting to: Managing Director & Institutional Relations Manager
Application ends: 18 May 2026
Location: Frankfurt
Experience: 2 years
Activity rate: 100%

About EFFAS

The European Federation of Financial Analysts' Societies (EFFAS) is a Not-for-profit organisation set up in 1962. With 15 national member associations in Europe, representing more than 18,000 financial analysts, asset managers, pension fund managers, corporate finance specialists, risk managers, and treasurers among many other professional profiles from the investment profession. EFFAS is a certification body for finance with over 28,300 certificate holders worldwide.

About the Role

The Team & Institutional Relations Assistant supports EFFAS's daily operations by contributing to the execution of events, Commission activities, and management support across projects and administrative functions. The role involves coordinating logistics, managing communications, and supporting outreach initiatives.

Strong organisational, digital, and communication skills are essential, along with proficiency in tools such as Canva, to prepare visual materials, manage registration platforms, and deliver high-quality support for meetings, events, and communication campaigns.

Responsibilities

- Provide day-to-day administrative and operational support to the Institutional Relations and Management teams, ensuring smooth functioning of activities and workflows
- Support the planning, coordination, and execution of events, webinars, conferences, and AGM activities, including logistics, scheduling, speaker coordination, registration management, on-site and online support, and post-event follow-up
- Manage end-to-end event logistics, including venue sourcing and coordination, setup, participant coordination, and practical arrangements for in-person meetings and conferences
- Coordinate travel arrangements, accommodation, expense reporting, and logistical support for staff, speakers, EMC members, Commission members, and external stakeholders
- Assist in calendar management, meeting preparation, documentation, minute-taking, and follow-up on action points
- Maintain and update internal databases, contact lists, project trackers, and financial or Commission-related documentation, including Excel-based reporting tools
- Support the preparation of presentations, briefing materials, reports, and other communication or event-related documents
- Support stakeholder communication and outreach activities, including invitations, coordination with speakers and key participants, and dissemination of logistical and event-related information
- Develop, manage, and maintain event registration systems and forms (e.g., JotForm), including setup, monitoring, and participant follow-up communications
- Provide comprehensive attendee support, including registration confirmations, access links for online events, and practical information for in-person participation (travel, accommodation, venue details)
- Assist in sourcing and identifying venues for conferences, dinners, and events, including outreach and collection of relevant information
- Support the creation of visual materials and communication assets for events, conferences, and marketing campaigns

- Contribute to the preparation of sponsorship materials, including sponsorship brochures, sponsor engagement, and follow-up coordination

Requires Skills and Experience

- Bachelor's or Master's degree in Political Science, Economics, International Relations, Finance, or a related field
- Minimum of 2 years of relevant professional experience (including internships)
- Strong organisational skills with the ability to manage multiple tasks and deadlines effectively
- High level of attention to detail, reliability, and proactivity
- Excellent written and verbal communication skills in English; additional European languages (French, German, Spanish) are considered an asset
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), as well as virtual collaboration tools (e.g. Zoom, Teams) and Google Workspace
- Familiarity with project management tools is an advantage
- Collaborative team player
- Demonstrated interest in financial markets, regulation, ESG, and EU policymaking
- Excellent communication and interpersonal skills
- Proficiency in Canva and Power Point and/or other digital/visual tools
- Accuracy in administrative and logistical tasks

Why Join EFFAS?

- Work for an international organisation that invests in your future
- Be part of a dynamic, internationally connected and growing foundation
- Work in an international environment that will enhance your understanding of European markets

How to Apply?

To apply, please send your CV and motivation letter by 18 May 2026 to Office@effas.com

Applications will be reviewed on a rolling basis.

Early applications are encouraged!

For more information write to Office@effas.com