

# Call for Applications

**About Us:** The International Sociological Association (ISA), founded in 1949 under the auspices of UNESCO, is a non-profit association for scientific purposes. Its function is to represent sociologists everywhere, regardless of their school of thought, scientific approaches, or ideological opinion. The ISA is a member of the International Science Council, associated as an NGO with the United Nations (UN) Department of Global Communications, and has NGO consultative status with the UN Economic and Social Council (ECOSOC). The main goal of the ISA is to advance sociological knowledge worldwide.

## Job Title: ISA Events Officer

**Position Overview:** We are looking for a highly organized, diplomatic, and proactive Events Officer to join the International Sociological Association (ISA). This role will serve as a central liaison between ISA structures, members, Local Organizing Committees (LOCs), and Professional Conference Organizers (PCOs) across countries. The Events Officer will not organize events directly but ensure smooth coordination and communication across all parties involved. This role is pivotal in supporting our members and event presenters throughout the planning process and during the events themselves.

**About ISA Events:** The ISA organizes a wide range of events on a four-year cycle, including the ISA World Congress of Sociology (up to 6,000 participants) and the ISA Forum of Sociology (up to 5,000 participants), as well as smaller events like the National Association Council Conference (up to 100 participants), Executive Committee meetings, PhD Labs, and a new online conference planned for 2026. These events reach over 100 countries and involve multiple languages, with English as the administrative language, encompassing both on-site and virtual formats.

### Key Responsibilities

- Act as the liaison between the ISA and Local Organizing Committees, PCOs, suppliers, venue staff, and other stakeholders, facilitating effective communication and collaboration.
- Coordinate ISA event timelines and communication flows, ensuring consistency and compliance with ISA procedures.
- Support the planning processes by tracking deliverables and responsibilities of external partners.
- Ensure event materials (schedules, programs, registration forms) align with ISA standards and are submitted on time.
- Respond to organizational inquiries from ISA members and leadership related to events.
- Work closely with the Executive Secretary and Membership Officer for coherent communication and member support during events.
- Collect and archive best practices and reports from each event to inform future planning.

## Skills and Experience

- Proven experience in managing or coordinating international events or multi-stakeholder projects.
- Proven experience with international/intercultural working environments.
- Excellent interpersonal and communication skills, both written and verbal, in English, and the ability to interact effectively with diverse stakeholders.
- Strong organizational and multitasking abilities, with a keen attention to detail and the ability to simultaneously manage multiple tasks and priorities.
- Ability to work independently, alone, and collaboratively in a team environment.
- Proficiency in Google Workspace, Microsoft Office Suite, and other relevant software applications.
- Flexibility to travel and work irregular hours when necessary.
- Bachelor's degrees in a variety of fields are welcome.
- Proficiency in Spanish is highly desirable; additional languages are a plus.
- Knowledge of academic/scientific or voluntary-based non-profit organizations is a plus.

**Diversity Statement:** We are committed to diversity, equity, and inclusion. We welcome applications from candidates of all backgrounds and non-traditional career paths, including but not limited to gender, race, ethnicity, disability, neurodivergence, and age (40+). Diverse perspectives enrich our team and strengthen our mission.

## Work Conditions & Benefits

- Location: Barcelona. Partial remote work is possible (up to 50%).
- Travel: Occasional international travel is required.
- Work-life balance: Flexible schedule during non-event periods.
- Competitive salary based on experience.
- Paid time off and holidays according to Spanish law.
- Contract duration: permanent position after a 6-month probation period. The ISA encourages long-term working relationships.
- Chance to play a key role in the success of prestigious international events.
- A collaborative and supportive work environment with a dedicated team of professionals.
- International applications are welcome. The ISA supports work permit applications when needed but does not provide financial assistance for relocation (e.g., travel, housing, or moving costs). Candidates must be able to cover their relocation expenses.

## Application Procedure

Interested candidates should submit one PDF file to [isa@isa-sociology.org](mailto:isa@isa-sociology.org), including:

- 2-page cover letter outlining their motivations, qualifications, and relevant experience.
- A short CV (up to 2 pages).

Please include "ISA Events Officer Application" in the subject line.

**Applications will be reviewed on a rolling basis until the position is filled.**