Events Coordinator

Job Announcement

Job title: Events Coordinator
Reports to: Head of Global Public Affairs
Location: Switzerland / Europe - Remote
Contract type: Consultant, full-time, January-December 2027

About City Cancer Challenge

City Cancer Challenge (C/Can) is a global impact-driven NGO transforming cancer care in resource-limited settings by empowering cities to lead change. Through strategic partnerships and a data-driven approach, we strengthen healthcare systems, tackle local cancer care gaps, and ensure equitable access to treatment.

We work in 23 cities across LMICs, supporting over 3,500 healthcare workers and reaching 13.8 million cancer patients at national level (2017-2025) with improved care. By driving solutions from the ground up, city by city, we create sustainable, scalable impact that builds resilient healthcare ecosystems and fosters long-term, systemic change.

At C/Can, we believe the quality of cancer care should not depend on where you live. Together, we are changing the future of healthcare – one city at a time.

Summary of Position

2027 marks ten years since C/Can was founded. Across the year, C/Can is marking the anniversary through a sequence of high visibility convenings and events that prove a decade of evidence, recognise the people and cities who contributed to building the model, and set the agenda for the next decade of C/Can.

Working as an integral member of the C/Can team, the Events Coordinator is responsible for the end-to-end planning, coordination and delivery of C/Can's conferences, events, meetings and discussions platforms, across virtual, hybrid and in-person formats.

Reporting to the Head of Global Public Affairs, this role works across communication, partnerships, public affairs, technical cooperation and governance. It ensures C/Can's events are strategically focused, well-designed and flawlessly executed, supporting the positioning of C/Can as health-system change and cancer care implementation organisation and thought leader in the space.

In addition to external conferences, meetings and stakeholders' workshops, the role has operational responsibility for high level executive meetings, ensuring consistency and professionalism across all convenings.

Key Responsibilities

- Support the planning and coordination of external events program, including flagship events for key milestones at global and regional levels.
- Lead and support the delivery of in-person, hybrid or virtual events, in collaboration with the CEO, communications, partnerships, regional and city teams, and technical cooperation colleagues across C/Can. This includes:
    - Handling request for proposals (RFP) and the vendor selection process
    - Handling of service agreements drafting and processing
    - Vendor liaison (catering, AV/IT, signage, photography, transportation and accommodation coordination)
    - Tracking spends against the approved events budget for each convening, flagging variances early
    - Invitation and registration processes
    - On-site presence and logistics (where appropriate)
    - Support preparation of meeting materials from a logistical and organisational perspective (for example: biographies, participants list, briefings packs).
- Support the organisation and preparation of bilateral meetings, including with high-level executives, in the sidelines of C/Can events and other global conferences. Act as a first point of contact for government officials, senior delegations and high-level partners on logistics and protocol, representing C/Can with tact, discretion and professionalism.
- Collaborate closely with communications colleagues to ensure communications are timely and informed to drive communication and engagement on different communications channels.
- Collaborate closely with the Partnership and Engagement Team to ensure key partners and stakeholders are informed and updated in a timely manner.

- Collaborate closely with regional and city teams to respond to strategic priorities, and ensure alignment with C/Can's broader external engagement strategy.
- Post-event evaluation, including post-event reports, identifying success and lessons for improvement and sharing insights.

Selection Criteria

Qualifications & Requirements

- Demonstrable 5+ years of relevant experience in international event and project management, ideally within non-profits, global health, healthcare and spanning high-level policy convenings (UN, WHO, or comparable settings)
- Strong vendor management and negotiation skills
- Budget management track record
- Strong organisational skills, with the ability to manage multiple deadlines and events in parallel with constant quality and delivery
- Calm under pressure with strong problem-solving skills
- Excellent written and verbal communication skills, with a proven ability to write clearly, persuasively and to a high standard for senior and external audiences (e.g. correspondence, briefing notes, event materials and reports)
- Demonstrated experience managing multi-country, multi-stakeholder events involving government officials and/or high-level stakeholders, with working knowledge of diplomatic protocol
- Comfortable coordinating and communicating directly with senior stakeholders, including protocol
- Strong diplomatic and interpersonal skills, with sound judgement, cultural sensitivity and discretion, and experience building trust and managing sensitive relationships with government officials, senior partners and diverse stakeholders
- Able to travel for logistical support for in-person meetings and events
- Proactive and self-directed, with the confidence to push logistics forward autonomously in a fast-moving environment
- Ability to hit the ground running from day one: able to take on live workstreams with minimal onboarding and to deliver independently, with a track record of doing so in fast-moving, small-team settings

Languages

- Full proficiency written and spoken English (essential), Spanish is a strong plus; knowledge of French is an additional advantage

C/Can

How to apply

Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: recruitment@citycancerchallenge.org. Applications will be received until a suitable candidate is identified. Only short-listed candidates will be contacted.