

JANUARY 2026

VACANCY: Event Coordinator

ABOUT FIFPRO

FIFPRO is the global representative of professional men's and women's footballers worldwide. With over 70 affiliated national player associations across the world, we are committed to defending the rights, position, and employment conditions of professional footballers in their working environments. Through its committed staff at the head office, FIFPRO serves its members and players worldwide via internal teams covering legal, men's and women's football policy, communications, finance, and union and player relations.

WHAT WE ARE LOOKING FOR

We are seeking an organised and proactive Event Coordinator to support our Events Team in planning and delivering conferences and events worldwide. You will report to the Event Manager and play a key role across the full event cycle — from preparation and on-site delivery to post-event wrap-up. In addition to event coordination, this role will also support the organisation by acting as a central point of coordination for travel-related arrangements.

You thrive in fast-paced environments, enjoy organising details, and feel comfortable liaising with suppliers, hotels, and international stakeholders. You have strong interpersonal skills, a service-oriented mindset, and the ability to manage multiple tasks simultaneously.

WHAT YOU WILL BE DOING

- Assist in the planning and execution of each conference and event.
- Independently manage the event's registration flow.
- Preparation of conference or event:
 - Liaise with the hotel regarding food and beverage arrangements and meeting space layouts.
 - Check audio-visual equipment with the hotel.
 - Independently organise facilities and details such as dinners, décor, social programme, and presentation checks.
 - Support the Event Manager with transportation, location coordination, invitee lists, and equipment.
- Preparation of conference or event:
 - Coordinate the programme on site, including food and beverage arrangements, social programme, AV logistics, and attendee support.
- Aftercare:
 - Handle post-programme elements such as filing invoices and assisting with financial round-offs.
 - Maintain budgets in the project administration for assigned events when requested.

- Travel coordination and organisational support (approximately 1.5-2 days per week):
 - Support the Executive Management Team (and, where capacity allows, Heads of Department) with booking and coordinating travel arrangements.
 - Act as a central point of contact for travel-related requests, working closely with Finance to ensure cost-conscious decisions.
 - Compare travel options (flights, accommodation, transport) and provide recommendations that prioritise efficiency and value for FIFPRO.
 - Coordinate travel logistics for meetings, events, and conferences, ensuring alignment with internal policies.
 - Help reduce overall travel costs by centralising bookings and applying a consistent, cost-aware approach.

WE WOULD LOVE TO HEAR FROM YOU IF YOU...

- Have an applied sciences university degree, BA, or similar in hospitality, events, communications, or a related field.
- Have a minimum of two years of experience in conference or event planning.
- Have experience with or interest in coordinating travel arrangements and working with budgets.
- Have proven organisational skills and the ability to manage multiple tasks independently.
- Have a good command of English; French or Spanish is an advantage.
- Are a gifted communicator with sensitivity to international stakeholders.
- Have a strong sense of cost-awareness and enjoy finding efficient, practical solutions.
- Are a proactive problem-solver with enthusiasm and initiative.
- Are willing to travel internationally and work flexible hours when required.
- Are willing to relocate to the Netherlands if not currently residing there.

WHAT WE HAVE TO OFFER

- A great place to work (check out our FIFPRO House, Hoofddorp).
- Benefits like a 13th-month bonus, a good pension, etc.
- Mobile phone and laptop.
- Flexible working hours.
- An international cohort of smart and enthusiastic colleagues who strive for better conditions for professional footballers every day.
- A competitive salary (€3,538 – €4,792 gross per month).

For FIFPRO, equity, diversity and inclusion are key to our success and long-term sustainability. Whether that's at FIFPRO House or when representing football players worldwide, we are intentional about the culture we are building and the values we represent. At FIFPRO we value diversity – in backgrounds, in experiences and of thought – and our work to advance equity, diversity and inclusion is not an add-on but everyone's responsibility.



HOW TO APPLY FOR THIS JOB

If you are interested, please send your motivation letter and curriculum vitae to newjob@fifpro.org by 23 January 2026. We will send you an email to inform you about any possible next steps¹.

FIFPRO work is dedicated to building a culturally diverse staff committed to working in a positive and inclusive pluralistic environment. Don't meet every single requirement? We encourage applications from traditionally marginalised groups and recognise that studies have shown that women and individuals from marginalised communities are less likely to apply to jobs unless they meet every qualification listed on a job description. At FIFPRO, we believe in more than a checklist when it comes to finding the perfect person for a role. Should this role sound exciting to you, we encourage you to apply.

Hoofddorp, the Netherlands, January 2026

¹ Please note this email address is only for interested applicants in the Event Coordinator role at FIFPRO Holding B.V. Any other use, including marketing information from recruitment agencies, will not be appreciated or replied to.