## Call for CVs – Logistics and Events Assistant

**Deadline for submission November 13, 2026**

**World Leadership Alliance Club de Madrid (Club de Madrid)**

Club de Madrid is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world.

As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 130 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society.

This unique alliance stimulates dialogue, builds bridges and engages in advocacy efforts to strengthen public policies and effective leadership through recommendations that tackle challenges such as, inclusion, sustainable development and peace at the national and multilateral level.

**General Description and objectives of the position:**

The main objective of the **Logistics and Events Assistant** is to support the logistical organization of Club de Madrid's activities, with a particular focus on participant logistics, including travel arrangements, accommodation, visas, transfers and logistical coordination. The position also provides operational support for the preparation and implementation of Club de Madrid's events.

The Logistics and Events Assistant will work under the direct supervision of the Events Manager and in close coordination with all other Club de Madrid departments.

**Location**: Madrid (applicants must hold EU citizenship or valid work permit within the EU)

**Duration**: Indefinite contract, with trial period. Full time position

**Remuneration**: Gross annual salary 21,000€ - 22,000€

**Requirements**

- University Degree or Higher Vocational Training (CFGS);
- At least 2 years of professional experience in travel logistics, event logistics or similar positions;
- Native Spanish or English, with a good working knowledge of the other language. Knowledge of additional languages will be considered an asset;
- Experience with travel booking systems. Experience with event management platforms and AI tools will be considered an asset;
- Excellent command of Microsoft Office, particularly Excel;
- Strong organizational skills with the ability to manage multiple tasks simultaneously and maintain accurate records;
- Detail-oriented, proactive and service-minded;
- Availability to travel occasionally.

**Main Tasks**

In coordination with the relevant Club de Madrid Secretariat staff and under the supervision of the Events Manager, the Logistics and Events Assistant will be responsible for, among others, the following tasks:

*Participant Logistics*

- Identify the most suitable travel itineraries for participants and staff, considering schedules, costs, travel preferences and operational requirements, taking into account budget availability;
- Manage flight bookings, hotel reservations and other travel-related services obtaining the necessary authorizations;
- Prepare and maintain travel trackers, accommodation lists and participant logistics databases;
- Prepare travel itineraries and logistical documentation for participants;
- Manage travel changes, cancellations and last-minute travel incidents;
- Arrange travel insurance when required.

*Visas and Travel Documentation*

- Research entry requirements using official government sources;
- Prepare invitation letters and supporting documentation for visa applications;
- Follow up on visa application processes with participants and relevant authorities.
- Maintain updated travel documentation records for all participants.

*Participant Coordination*

- Maintain and update participant logistics databases;
- Prepare and send logistical communications related to flights, accommodation, transfers and practical travel information;
- Coordinate airport transfers and other participant logistical requirements;
- Follow up on travel confirmations and logistical arrangements before each activity.

*Event Operations Support*

Support the Events Manager in the logistical preparation and implementation of Club de Madrid's activities

- Provide operational support during events;
- Prepare accreditation materials, participant lists and logistical documentation;
- Coordination with transport companies, hotels and other logistics providers;
- Carry out administrative and logistical follow-up tasks related to events (expenditure authorization, budgeting, follow-up of invoices…);

*Online Events:*

- Assist in, and in some cases coordinate under the supervision of the Events Manager, the preparation, design and implementation of the events, including:
    - the creation of the Graphic Contents on the events online (invitation, banners…);
    - implementation using Zoom, Meets, Teams or other online applications;
    - provide support to the participants for online events, solving problems they may have.

*Other*

- Perform any other duties assigned to him/her within the scope of the position.

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**Interested applicants should send their CV and a cover letter stating why they feel they are fit for the position through the website [www.clubmadrid.org/club-de-madrid/career/](www.clubmadrid.org/club-de-madrid/career/) by November 13, 2026.**

**Only shortlisted applicants will be contacted.**