**European Sociological Association and Polish Sociological Association announces**

**a competition for the post of Conference Assistant,**

**working for the ESA 2026 Warsaw Conference**

To support the ESA office in Paris and the Local Organising Committee in Warsaw, we are seeking a full-time conference assistant, from September 2025 to December 2026.

**Assistant – Job description**

**Main tasks:**

* act as a bridge between the LOC and the ESA
* communication with potential and confirmed participants prior to the conference, and with all session organizers (app. 150+ organizers), via the central conference e-mail address (main point of contact for all queries)
* administration of ConfTool (support and monitoring during all phases: abstract submission, reviewing process, participant registration, session building, onsite registration)
* support to the conference accounting
* support for the management of onsite tasks such as: PhD Summer School, conference hotel bookings (for the organizers and invited speakers), publishers’ exhibition, party, program book, student volunteers, meetings such as the general assembly
* support to liaising with local institutions, administrations, providers
* onsite support in the registration area

The conference assistant will work in close collaboration with, and under the supervision of, the ESA’s President, Kaja Gadowska, the Chairs of the ESA Conference Committee, Loukia-Maria Fratsea and the Chair of the Local Organizing Committee, Mirosława Grabowska.

**Essentials:**

* Fluent in English and Polish (other languages such as French will be valued)
* B.A. degree level (preference will be given to candidates with studies in Sociology)
* Communication skills (oriented to both international delegates and local stakeholders)
* Digitally competent
* Knowledgeable of Polish universities and institutions, especially the ones located in Warsaw.
* Well organised and ready to work onsite in Warsaw (permanent residency in Warsaw is required) and remotely with Paris
* Available to work during summer 2026

**Beneficial:**

* Knowledge of event management, preferably scientific events
* Knowledge of Excel and conference management tools
* The proposed salary is in the range of PLN 5500-7500 net. However, detailed, specific pay and working conditions will be provided during the recruitment interview.

**Application:**

The applications have to be in English, include a letter of application and a *Curriculum Vitae* with details of skills, experience and qualifications.

Please send your application by 17 March to the following email address:

president@europeansociology.org oraz pts@ifispan.edu.pl