



## Global Events & Operations Coordinator

### - Job Description -

#### Overview

The Global Sustainable Tourism Council (GSTC) is seeking a highly organized events coordinator with a passion for sustainability. This is an opportunity to work at the forefront of the sustainable tourism industry promoting positive change worldwide.

The Events Coordinator supports global activities, playing a pivotal role in preparing and executing the annual GSTC Conference (GSTC Conference 2026 in Phuket and future events), as well as other GSTC related events (regional forums, summits, workshops, etc.) as needed.

The Coordinator collaborates closely with the General Manager and other team members to ensure the efficient delivery of events, communication with stakeholders, and the administration of program-related records.

The role offers unique exposure to high-level stakeholders in the tourism industry, including influential companies, government officials, and top-tier CEOs. It is an opportunity to connect to a professional network on a global scale, and skill-building in event coordination and communication.

#### Roles & Responsibilities

1. Global Conference Management: Lead the logistical coordination for GSTC2026 and other occasional regional forums. Act as the primary liaison for speakers (bios, photos, logistics) and manage the PCO/venue relationships.
2. Digital & Attendee Experience: Ensure a seamless experience for attendees by managing inquiries and collaborating with the comms team to promote sessions.
3. Operational Support: Support the General Manager with essential administrative duties, maintain organizational records, and assist with financial administration.

#### Reporting Relationship

The Events Coordinator reports to the General Manager.

## Qualifications:

- ✓ Education: Minimum of a bachelor's degree or higher.
- ✓ Experience:
  - 3+ years of professional experience in event coordination, project management, or executive support.
  - Relevant work experience of coordination, events management, administrative, etc.
- ✓ Language skills: Professional grade written and spoken English is required; other languages (such as Spanish), are preferred.
- ✓ Personal skills:
  - Strong organizational and interpersonal skills
  - Comfortable with working across different cultures. Our staff, directors, trainers, and volunteers work from various locations around the world
  - Comfortable with working independently and remotely, the GSTC is a "virtual" organization and truly global
- ✓ Tech skills:
  - Proficiency in MS Office/Google Workspace is a must.
  - Experience with events apps, Zoom, Canva, Slack, and proven ability to quickly learn various software applications. Familiarity with WordPress is an advantage.

*Note: Candidates located in Asia, especially in Singapore, are preferred.*

## **Application Procedure**

Qualified candidates are invited to submit their CV along with a cover letter detailing their motivation for applying and relevant experience to [hr@gstc.org](mailto:hr@gstc.org) with the title 'Events Coordinator Application | *your name*'. Please do not apply if you do not fulfill the qualifications. Applications should be submitted by **18 December 2025** (applications being reviewed as they come, hence you are encouraged to apply earlier than later).

Candidates of interest will be contacted for further information and informed of the compensation package