



24 February 2026

Coordinator to support with interviews and statements

Support of Member Associations

The AAE is preparing a communication campaign which aims to highlight the valuable volunteers who dedicate time and effort to the AAE.

For this purpose, we are looking for a **Coordinator to support interviews and statements from volunteers in a voluntary role.**

Your role as Coordinator

- Be in close contact with the Communications Panel and the Volunteer Engagement Task Force to align on the target audience, the interview questions and guidance.
- Liaise with Member Associations' volunteers to schedule the interviews during ECA 2026 (Paris, 18-19 June 2026).
- Liaise with Member Associations' volunteers to gather statements for the sharepics to be posted using the AAE's communication channels.
- Actively contribute ideas to the communication campaign.



Guidance and supervision from AAE

- The Volunteer Engagement Task Force will define the target audience and prepare interview guidelines/questions.
- The Communications Panel is responsible for drafting the storyline and the communication campaign using the produced material.
- The Communications Panel or the Volunteer Engagement TF will oversee and/or coordinate the work of the nominated Coordinator.



Expected deliverables

- 3-4 recorded interviews during ECA 2026 (Paris, 18-19 June 2026), with recording support from the actview team.
- Several statements from other volunteers for the Meet an Actuary project, that will be promoted with a sharepic and text e.g on LinkedIn.
- Example 



Expected time allocation

- For the interviews, the time investment is expected to be 3-4 hours per week in a defined period from mid-April until end of June 2026 (allowing for follow-up edits/actions after ECA 2026).
- For the Meet an Actuary project, we estimate an average of 1-2 hours per week for the rest of the year 2026.

Interested?

- If you are interested in fulfilling this temporary and voluntary role, please send your motivation letter and relevant experience **before 25 March 2026** to secretariat@actuary.eu
- Shortly after the expiration of the deadline, the assessment of applications received will take place.
- The work is expected to start from mid-April 2026.
- For any questions, please contact annette@actuary.eu