

# EIT Digital Alumni Community Administrator

## EIT Digital

We believe in making and shaping a competitive digital Europe that is inclusive, fair and sustainable and aim at global impact through European innovation fueled by entrepreneurial talent and digital technology.

We embody the future of innovation by mobilizing a pan-European multi-stakeholder open-innovation ecosystem of top European corporations, SMEs, startups, universities and research institutes, where students, researchers, engineers, business developers and investors address the technology, talent, skills, business and capital needs of digital entrepreneurship. We build the next generation of digital ventures, digital products and services, and breed digital entrepreneurial talent, helping business and entrepreneurs to be at the frontier of digital innovation by providing them with technology, talent, and growth support. For more information, visit <https://www.eitdigital.eu>

## The Position

The Alumni Community Administrator is a part-time job. The Alumni Community Administrator provides support to the growing demands of the EIT Digital Alumni network. We are looking for a motivated Community Administrator with significant professional experience in international teams and management of resources across multiple countries and communities. The ideal candidate will need strong project coordination skills, intercultural awareness and the ability to support remotely co-located teams.

## Main Responsibilities

- Manage content of the website: edit, publish jobs, news articles, create promotional content, blogs, success stories, etc.;
- Manage membership: validate the new members' applications in the alumni portal, confirm or reject user accounts, keep the alumni membership database up-to-date
- Coordinate with EIT Digital Master School officers the onboarding of the newly admitted and graduating students into the alumni community;
- Scout and trace back previous graduates to enroll them in the alumni community;
- Manage the alumni mailbox and liaison with relevant stakeholders or Alumni Board member;
- Keep track and inform the Alumni Board about developments within EIT Digital - e.g. news, changes in the organisational structure and key stakeholders;
- Collaborate with EIT Digital Communication Team, EIT Alumni and other EIT KICs on interesting opportunities for the Alumni Foundation and community;
- Coordinate with EIT Digital stakeholders the logistics and schedule of events relevant to the Alumni Foundation and community;
- Provide support to the Marketing & Communications Officer in preparing communications, reporting, data analyses, trackrecords of metrics and presentations design;
- Support the Alumni Board in general community management task.

## Qualifications and Experience

- Preferably Bachelor's degree is required or a last year Master students will be considered;
- Experience with organisational communications, including Content Management Systems (CMS);

- Experience with Drupal CMS is an advantage;
- Prior experience working across cultures and geographies is preferable, experience working with NGOs and the EIT KICs is a plus;
- Outstanding communication and interpersonal skills with the ability to work effectively with limited supervision;
- Accurate, punctual, processes and details oriented, apply strong organisational and prioritization skills.

**Languages:** Mastery of English, with superior verbal, presentation and written communication skills.

**Employment:** This is a part-time position. Place of employment could be at any of the EIT Digital European Co-location centres.

### To apply

Please mail a resume and motivation letter to [alumni\\_administrator@eitdigital.eu](mailto:alumni_administrator@eitdigital.eu) outlining how your skills and experience meet the qualifications of the position. Applications without a motivation letter will not be considered. Additional information can be obtained via <https://www.eitdigital.eu/our-community/careers>

EIT Digital is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

***Applications should be submitted before 5pm CET on Friday, August 6 2021.***