

EIT Digital seeks Event and Operations Coordinator for its Silicon Valley Hub

About EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation. EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of over 130 top European corporations, SMEs, startups, universities and research institutes. As a Knowledge and Innovation Community of the European Institute of Innovation and Technology, EIT Digital is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in a pan-European network of Co-Location Centres in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm and Trento, as well as in a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

The EIT Digital Silicon Valley Hub establishes a two-way bridge between the European EIT Digital ecosystem and the San Francisco Bay Area supporting the exchange of talents, technology and investments. The Silicon Valley Hub is tightly integrated into all EIT Digital activities and actively promotes Europe in the Bay Area. It is connected to national trade and scientific missions as well as accelerator programs of different European countries.

Job Profile

For the handling of a broad range of tasks related to the coordination of events, relationships and operational aspects at the Silicon Valley Hub, EIT Digital is looking for a highly-motivated professional who is able to work effectively and autonomously in complex and dynamic international multiparty environments as part of a small team.

Main tasks include:

- Event management, including marketing / promotion activities and interaction with EIT Digital Communications team as well as other internal and external partners
- Community and relationship coordination support, including management of EIT Digital Silicon Valley Hub contact database (CRM), coordination of the "EuropeSV" network of Europeans in Silicon Valley and facilitation of visit programs and of community events (co-)organized by EIT Digital
- Support for the branding and positioning of the EIT Digital Silicon Valley Hub in the U.S., including the EIT Digital Silicon Valley Hub online presence and support for the communication strategy development and implementation
- Support for all aspects of the EIT Digital Silicon Valley Hub operations, including planning, monitoring and reporting ("dashboard") as well as office management and Legal Entity management for the EIT Digital Silicon Valley Foundation in close collaboration with the EIT Digital Silicon Valley Hub Director

Expected Qualifications

- University degree in Business, Marketing or Communications
- Good knowledge and successful track record in event management and community building
- Excellent oral and written communication skills and ability to adapt to a variety of U.S. and pan-European stakeholders (Corporations, Universities, Research Centers as well as EIT Digital management and staff)
- Comfortable with interactions with executives and managers at all organizational levels
- Strong IT and social media skills; excellent knowledge of Microsoft Office Products
- Good project management skills
- Experience with operational tasks and processes
- Autonomous, as well as a natural team player
- Ability to embrace a dynamic work environment and to handle urgent requests from management
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines
- Ability to embrace remote interactions (e.g. videoconference, phone, email)
- Basic understanding of digital technologies and of the way digital products/services are designed and developed

Language Skills

Excellent command of English is required.

Additional language skills are welcome.

Employment

The EIT Digital Silicon Valley Foundation intends to offer a full-time consultancy contract. Part-time engagements can be discussed. The workplace is the EIT Digital Silicon Valley Hub located in downtown San Francisco. (No relocation support is foreseen and applicants must have the right to work in the USA.) The consultant reports to the Director of the EIT Digital Silicon Valley Hub.

Contact

Eric Thelen, Director EIT Digital Silicon Valley Hub, eric.thelen@eitdigital.eu

To apply

Please email your C.V. and a motivation letter that outlines how your skills and experience meet the expected qualifications listed above, to: sv-recruitment@eitdigital.eu
(Incomplete applications will not be considered.)

Applications are welcome until June 12, 2017.

