

EIT Digital seeks Project Manager for its Silicon Valley Hub in San Francisco

About us

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 200 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 our pan-European network of Co-Location Centres in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm, Trento, and 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 in Innovation, Entrepreneurship and Education 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.

EIT Digital is an equal opportunity employer and values diversity.

The Role

For the hands-on management of a broad range of shorter-term as well as longer-term projects related (a.o.) to the organization of events, the execution of initiatives, the management of relationships and the handling of operational aspects at its 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 Responsibilities

- Project management for events and visit programs (co-)organized by EIT Digital, including event marketing activities and coordination with EIT Digital Communications team as well as with other internal and external partners
- Project management of initiatives related to the infrastructure of the EIT Digital Silicon Valley Hub, including processes such as planning, monitoring and reporting 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

- Continuous community and relationship coordination, including management of the EIT Digital Silicon Valley Hub contact database and the “EuropeSV” network of Europeans in Silicon Valley
- Coordination of the branding and positioning of the EIT Digital Silicon Valley Hub, including the online presence and the development and implementation of the overall communication strategy

Expected Qualifications

- University degree in Technology, preferably in Computer Science or adjacent disciplines connected to ICT/Business
- Excellent project management skills and demonstrable track record
- Experience with operational tasks and processes
- Excellent oral and written communication skills and ability to adapt to a variety of stakeholders
- Strong IT and social media skills; excellent knowledge of Microsoft Office products
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines
- Ability to embrace a dynamic work environment and to handle urgent requests
- Autonomous, as well as a natural team player
- Good understanding of digital technologies, products and services
- Good knowledge of and successful track record in event management and network building is a plus
- Affinity with and knowledge of Europe is a plus

KPIs

- Project delivery on time and on budget
- Customer satisfaction: Positive feedback from project owners and project partners

Language skills: Excellent command of English is required. Additional language skills are welcome.

Position profile: Full-time

Place of work: EIT Digital Silicon Valley Hub, located downtown San Francisco. No relocation support is foreseen.

Reporting to: EIT Digital Silicon Valley Hub Director

To apply

Please email your C.V. and a motivation letter to “positions_sv@eitdigital.eu”, outlining how your skills and experience meet the requirements listed above.

Applications that do not include both a resume and a motivation letter will not be considered.

Application should be submitted until December 21, 2018.

