

## **EIT Digital seeks Event and Operations Organizer for its Silicon Valley Hub in San Francisco**

### **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 150 top European corporations, SMEs, start-ups, 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 the hub in Silicon Valley.

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.

### **Job Description**

For the handling of a broad range of tasks related to the organization 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 Responsibilities**

- Management of 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
- Organization of the EIT Digital Silicon Valley Hub operations, including 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
- 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, Business, Marketing or Communications
- Excellent oral and written communication skills and ability to adapt to a variety of stakeholders
- Good knowledge and successful track record in event management and community building
- Good project management skills and experience with operational tasks and processes
- 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
- Affinity with and knowledge of Europe is a plus

**Language Skills**

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

**Contract**

The EIT Digital Silicon Valley Foundation offers Independent Contractor status for up to 40 hours per week and up to 1720 hours per year. Applicants must have the right to work in the USA.

**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 motivation letter to [sv-recruitment@eitdigital.eu](mailto:sv-recruitment@eitdigital.eu), outlining how your skills and experience meet the expected qualifications of the position.

Incomplete applications will not be considered.

For more information, visit [www.eitdigital.eu](http://www.eitdigital.eu).

***Application should be submitted until April 2, 2018.***

