EIT Digital Alumni seeks a Community Manager

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 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 our pan-European network of Co-Location Centres in Berlin, Eindhoven, Helsinki, London, Paris, Stockholm, Trento, as well as in Budapest and Madrid. We also have a hub in Silicon Valley.

EIT Digital is an equal opportunity employer and values diversity.

EIT Digital Alumni Foundation

The EIT Digital Alumni Foundation creates a vibrant, active and successful alumni network for EIT Digital. Our mission is to keep strong connections among fellow alumni and the EIT Digital ecosystem.
We organise meet-ups, maintain an engaged community and discussion forum, keep track of alumni careers and support students and alumni to get in contact with companies, public institutions and academia.
Our alumni are graduates of the EIT Digital Education programmes, as well as individuals who had a formal function in EIT Digital. The community also welcomes associate members and friends of EIT Digital.
For more information, visit www.alumni.eitdigital.eu.

The Role

For the operational support related to the EIT Digital Alumni Foundation, EIT Digital is looking for a highly motivated team player able to work effectively in dynamic environments. The primary purpose of this position is to foster and enhance the expansion of the Alumni Community by supporting the Board in the delivery of their strategy.
You will become one of the points of contact of the Foundation with the EIT Digital ecosystem and support the Alumni Board in driving the development of our community.

Responsibilities

- Drive the onboarding of:
    - start-ups and companies from the Accelerator
    - senior members and former employees
    - online learners and EIT Digital's partners
- Maximize the percentage of onboarding of Master / Doctoral / Summer Schools graduates
    - scout and trace back previous graduates
- Verify and approve new members registrations on the Alumni website
- Analyse data, keep track of metrics and provide suitable presentations
- Review best enrollment and tracking practices of other successful Alumni associations

Qualifications and experience

- BSc or MSc degree in relevant field
- Proven experience managing social media platforms or communities
- Good project management skills and experience with operational tasks and processes
- Ability to work with remote interactions (e.g. video conference, phone, email)
- Ability to work in a multicultural and fast-paced environment
- Proactive attitude and personal commitment to duties, timelines and deadlines
- Experience with large-scale Community Management
- Knowledge of CMS, such as Drupal
- Familiarity with the EIT Digital ecosystem is a plus

KPIs

- Number of onboarding of Master / Doctoral / Summer Schools graduates
- Number of onboarding of current and former employees of EIT Digital
- Number of onboarding of Accelerator / ARISE Alumni
- Growth variation of the community by the number of registered members

Languages

- Fluent in English with excellent verbal, written and presentation skills

Reporting to EIT Digital Alumni Board and assigned Node Director

Additional information

Part-time assignment with flexible working hours.

The employment relationship will be held with EIT Digital.

Work location preferably at EIT Digital Headquarters in Brussels, although location at one of the EIT Digital Co-location may be considered.

To Apply

Please mail a resume and motivation letter to community_manager@eitdigital.eu, outlining how your skills and experience meet the qualifications of the position.
Applications without a motivation letter will not be considered.

Applications should be submitted until 5pm Tuesday August 21, 2018.