



The EIT Knowledge Innovation Communities seek an Event and Operations Organizer for the EIT Silicon Valley Hub in San Francisco

About EIT

The European Institute of Innovation and Technology (EIT) has been set up in 2008 with the mission to contribute to the competitiveness of Europe, its sustainable economic growth and job creation by promoting and strengthening synergies and cooperation among businesses, education institutions and research organizations and to create favorable environments for creative thoughts, to enable world-class innovation and entrepreneurship to thrive in Europe. The EIT is an integral part of Horizon 2020, the EU's Framework Program for Research and Innovation.

The EIT fulfils its mission through the Knowledge and Innovation Communities (KICs). Currently there are six KICs addressing the following societal challenges: digital transformation (EIT Digital), climate change (EIT Climate-KIC), energy (EIT InnoEnergy), health (EIT Health), raw materials (EIT RawMaterials) and food (EIT Food).

For more information, visit <https://eit.europa.eu/>.

EIT Digital is an equal opportunity employer and values diversity.

The EIT Silicon Valley Hub

The recently launched EIT Silicon Valley Hub aims to establish a two-way bridge between the pan-European EIT Innovation Community ecosystem and the San Francisco Bay Area, supporting and facilitating the exchange of talents, technology and investments. The EIT Silicon Valley Hub is tightly integrated into the EIT Community's activities in Innovation, Entrepreneurship and Education and actively promotes EU-US collaboration in the Bay Area. Furthermore, it is connected to national trade and scientific missions as well as accelerator programs of different European countries.

Role Description

Event and Operations Organizer is a critical role for a multi-dimensional candidate within a unique organisation which works in the area of innovation and technology. The successful incumbent will be responsible for the handling of a broad range of tasks related to the organization of events, stakeholder engagement and operational aspects at the EIT Silicon Valley Hub.

Main Responsibilities

The EIT Community 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:** Organization and management of events and visit programs (co-)organized by EIT Innovation Communities, including event marketing activities and coordination with relevant Communications team as well as with other internal and external partners/stakeholders



- **Operations:** Organization and overall coordination of the operations of the EIT Silicon Valley Hub, including planning, monitoring and reporting
- **Stakeholder Engagement:** Community and relationship coordination, including development and management of the EIT Silicon Valley Hub stakeholder database
- **Visibility:** Coordination of the branding and positioning of the EIT Silicon Valley Hub, including the online presence and the development and implementation of the overall promotion strategy

Qualifications, Experience and Skills

- University degree, preferably in Science, Technology, Engineering or Mathematics (STEM); or in 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
- Affinity with and knowledge of Europe is a plus

Language Skills

Excellent command of English is required
Additional language skills are welcome

Reporting to: EIT Digital Silicon Valley Hub Director, based in San Francisco, and the Chair of the Working Group of the EIT Innovation Communities, based in Europe

Contract

The contract will be with the EIT Digital Silicon Valley Foundation, on behalf of all EIT Innovation Communities. The EIT Digital Silicon Valley Foundation offers Independent Contractor status for up to 25 hours per week. Applicants must have the right to work in the USA.

Place of Work: EIT Silicon Valley Hub, located downtown San Francisco

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.

Applications should be submitted until Thursday, August 30, 2018.

