

# Events and Operations Manager EIT Digital Hub Silicon Valley, San Francisco

## About the EIT Digital Hub Events and Operations Manager

The Events and Operations Manager will orchestrate events on latest EIT technology topics to contribute to the visibility of the EIT Digital Hub Silicon Valley and continuous community and relationship building with internal and external partners. The Events and Operations Manager will handle operational, financial and reporting aspects of the projects implemented at the Hub and, support the implementation of specific initiatives.

The Events and Operations Manager will report to the EIT Digital Silicon Valley Hub Manager. National and international travel may be required from time to time.

## About the Role

- Focus on continuous creation of the ecosystem around EIT Digital Hub in Silicon Valley, community and relationship building. Engage with the right audience to enhance awareness of EIT Hub Silicon Valley activities by managing the network.
- Set-up the consul round tables and the industry round tables to contribute to the visibility of the EIT Digital Hub Silicon Valley: craft agendas, track speaker invitations, guests lists, program logistics and attendance, assess on-site or on-line needs, post-event activities and follow-up tasks.
- Manage project-related procurement and annual reporting. Track quality, operational excellence, customer success metrics, monitor budget and follow-up on project spending.
- From time to time provide event and operational support for KIC-specific programmes in Silicon Valley.

## Qualifications and Experience

- Bachelor's degree in STEM.
- 4 years of professional experience in a similar role.
- Experience in the Silicon Valley innovation and entrepreneurial ecosystem, being aware of its most significant players and latest trends.
- Successful track record of planning and organizing eventsn focus on innovation and entrepreneurship.
- Proactive, practical, "can do" attitude and high level of personal commitment to duties, timelines and deadlines as well as a natural team player.

## Languages

- Mastery of English, with superior verbal and written communication skills.

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

## About EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation supporting the creation of a strong digital Europe.

EIT Digital is focused on building and scaling ventures, and on breeding and up-skilling talents to equip them with both digital and entrepreneurial skills. It does this by mobilising a pan-European ecosystem of over 300 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, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm and Trento.

The EIT Hub Silicon Valley establishes a two-way bridge between the European EIT ecosystem and the San Francisco Bay Area. 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. For more information, visit [www.eitdigital.eu](http://www.eitdigital.eu).

EIT Digital is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

### To apply

Please email your C.V. and a motivation letter to "[positions\\_sv@eitdigital.eu](mailto: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 before 5pm Friday, November 13 2020***