

About EIT Manufacturing:

EIT Manufacturing is an initiative of the European Institute of Innovation and Technology (EIT), a body of the European Union. To find out more, please visit www.eit.europa.eu

EIT Manufacturing is the leading pan-European community fostering innovation in manufacturing through a unique active ecosystem. With 170+ partners, EIT Manufacturing connects businesses, startups, academia and research institutions to make innovation happen. www.eitmanufacturing.eu

EIT Manufacturing now invites applications for the position of

Community Manager – EIT Manufacturing

Fixed term work contract at EIT Manufacturing - Six-month duration

About the position:

The Community Manager will be responsible for managing and executing social media strategies, community engagement, and digital communication efforts for EIT Manufacturing. The role involves coordinating content across multiple platforms, producing newsletters, and providing regular reporting on social media and email campaign performance.

Missions and key Accountabilities:

- Coordinate and manage social media content, planning, and posting across key platforms (LinkedIn, X, Facebook, YouTube, Instagram) via Oktopost.
- Engage with community members on social media, responding to comments and fostering brand advocacy.
- Plan and execute social media campaigns and support paid ads (LinkedIn Ads, Meta).
- Support the setup and distribution of the monthly corporate newsletter and other targeted email campaigns using Mailchimp.
- Provide quarterly reports on social media and newsletter performance, including KPIs and best practices.
- Support branding efforts, ensuring consistency in visual identity for campaigns and projects.

Qualifications and experience:

- University degree in relevant field e.g. communications, public relations, digital marketing. Specialisation in digital communication (web, social media) would be a plus.
- Minimum 2-3 years experience in a similar role
- Outstanding written, oral and presentation skills in English. Command of French and other European languages would be plus.
- Proven skills in innovative, modern and digital communications design and roll-out, including creating content and the choice of channels.
- Familiarity with CMS and CRM platforms (e.g. WordPress, NetSuite)

- Ability to tailor scientific and/or technical concepts to simple and compelling content for diverse online audiences.

Skills:

- Command in English and knowledge of French and other European languages is a plus.
- Demonstrated proficiency in creative and contemporary communication strategies, and channel selection.
- Excellent organisational skills and ability to meet the deadlines.
- Strong team spirit, proactiveness, autonomy and trustworthiness.
- Sense of ownership with proven record of delivering results.
- Ability to manage multiple streams of work in a fast-paced environment.
- Self-motivated, flexible and a team player.
- Analytical skills and detail oriented.

We offer:

- A full-time, limited duration employment contract under French labour law.
- Flexible hybrid working environment
- Diverse team with colleagues from all over the world
- Strong network across manufacturing, academia, and startups in Europe.
- Opportunities for career growth and continuous learning.
- Meaningful work with a focus on sustainable innovation.

Location:

The role location will be Paris-Palaiseau (France), another location in France or any country where HQ is registered. Applicants must be able to legally work within the European Union.

Equal opportunities:

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

Selection Committee:

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential. Shortlisted candidates may be invited for an interview. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

Protection of personal data:

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

(General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

Application:

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to: hr.comm@eitmanufacturing.eu

with subject header Community Manager – EIT Manufacturing

The application should be written in **English**.

Only complete applications will be evaluated.

Closing date is 10 November 2024

For further information, please contact hr.comm@eitmanufacturing.eu

Please join us on this exciting journey. Send us your application now!