



## Community Catalyst @ Impact Hub Bucharest

### POSITION SUMMARY

We are looking for an all star Community Catalyst to work with our Impact Hub Bucharest team in continuing growth of our entrepreneurial community and creating an atmosphere for a high-level of collaboration among our members.

### IMPACT HUB BUCHAREST

Impact Hub is an ecosystem that inspires and supports people to create social impact in the world through entrepreneurship. Our ecosystem incorporates a co-working space, event venue, and series of acceleration and scaling programs. We are part of a global community of 15000+ impact makers spread over more than 100 locations worldwide. You can find out more about us at [www.impacthub.ro](http://www.impacthub.ro)

### The qualities we are looking for:

- Committed to creating impact in society
- You are open-minded, self-reliant, and excited about being part of a diverse, fast-paced, startup environment.
- Flexibility: ability to adapt to a fast moving and non-traditional working environment
- Very good communication and interpersonal skills
- Hands-on approach to problem-solving and able to see new, creative ways around obstacles
- Administrative, organizing & time management skills
- Interests toward key components of the Impact Hub approach: entrepreneurship, collaboration, innovation
- You are genuinely curious
- You like to take ownership and be a creative lead
- You are time-conscious and like to get things done
- Fluency in written and spoken English



### The experience we are looking for:

- At least 1 year of experience in HR, Internal Communication or Community building roles
- Experience in handling communities, groups or teams
- Optional: Experience with designing learning activities, trainings, events
- Optional: Experience in facilitating groups and conversations
- Optional: Experience in project management or event planning
- Optional: Experience in the social entrepreneurship scene and the innovation landscape

### Responsibilities

#### Membership:

- Facilitate the relationship of members and connect them
- Cultivate the member experience through community building practices
- Actively participate as a virtual host on our local and global social network
- Source member stories for the Marketing team
- Implement OnBoarding membership program

#### Hosting

- Contributing to a best-in-class work environment that facilitates and supports our innovative community, through high-level customer service, and attention to detail
- Impact Hub is a space where people connect, and you should see yourself as an empowered connector
- Curating a beautiful space

#### Events

- Stimulate member-driven content and events
- Work with the Event Coordinator to ensure events are relevant to members
- Organize and implement Community Events
- Assist event implementation

#### Operations

- Administrative tasks including spreadsheet tracking
- Oversight of the admin processes: invoicing and contracts, access to the building, lockers, mailboxes, printer and other facilities

### What we offer:

- Working in the most inspiring space dedicated to entrepreneurs
- Being part of a community of impact entrepreneurs; being part of a fast-growing local business and global network
- A lot of responsibility and autonomy: we want you to leave your mark



- Working with a diverse, highly skilled team
- Several formal and informal opportunities for training and development

Applications will be accepted until the 5th of February. However, we will run interviews as soon as we receive applications and may decide earlier than that - so being entrepreneurial and applying fast is important.

### **How to apply?**

To apply, send us an e-mail at [jobs@impacthub.ro](mailto:jobs@impacthub.ro) with the subject Community Catalyst containing:

- your resume
- a cover letter (English) containing your motivation for this role.