



Community Catalyst

Location: Impact Hub Universitate, Bucharest

Area: Community Building

Contract type: Full-Time

Seniority: 3 – 5 years of professional experience

POSITION SUMMARY

At Impact Hub Bucharest, we are looking for a Community Catalyst to work in our autonomous, results-driven and impact-oriented team. We need a new player to nurture the growth of the startups in our programs and help us grow our community.

IMPACT HUB BUCHAREST

Impact Hub is an ecosystem that inspires and supports people to create social impact in the world through entrepreneurship. Our 10 years' experience in the local market incorporates co-working spaces and a series of acceleration and scaling programs. We are part of a global community of 16000+ impact makers spread over more than 100 locations worldwide. Just Google it ;)

Qualities we are looking for:

- Committed to creating an impact in the society
- Very good communication and interpersonal skills, connecting different types of people
- Curious and with initiative
- Optimistic and open towards new experiences
- Interested and ready to participate in a fast-paced startup environment
- Problem solver, finding creative ways to get results
- Fun and joyful in what you do
- You like the best of both worlds: you are autonomous and able to work efficiently in a team
- You like to take ownership and be a creative lead
- You know and respect your deadline: you are time-conscious and like to get things done
- You embrace administrative, organizing & time management tasks
- Interested in the entrepreneurial and business ecosystem
- Fluency in written and spoken English is a must



Your responsibilities include:

Growing the Community

- Select and nurture the startups participating in our various programs
- Map the most important stakeholders in the entrepreneurial ecosystem
- Grow the Community of Allies: mentors, trainers, guests, jury members, investors, organizations
- Build partnerships with local and international organizations involved in the entrepreneurial ecosystem
- Identify the success stories for the marketing team

Hosting

- Implement startups and allies onboarding program
- Organize workshops, networking sessions & meetups, bootcamps
- Organize matchmaking, networking and mentoring between entrepreneurs and mentors
- Facilitate the resources and connections for startups and allies
- Cultivate the startup experience through community building practices
- Be the go-to person for the startups, help them with requests and needs
- Sustain online communication with our community through online channels (Slack and emailing);

Operations

- Administrative tasks including spreadsheet tracking;
- Update and keep track on our internal CRM
- Reporting results and processes

The experience we are looking for

- At least 3 years of experience in HR, Internal Communication or Community building roles;
- Experience in handling communities, groups or teams is preferred;
- 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



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.

To apply:

Applications will be accepted until the 15th of November. We will be conducting interviews as soon as we receive your applications. We'll be in touch to schedule interviews.

How to apply?

Send us a CV and a concise motivation letter at jobs@impacthub.ro with the subject "Community Catalyst Application".