



Communication Coordinator

Location: Impact Hub Universitate, Bucharest

Area: Marcomm

Contract type: Full-Time

Work style: on-site but with flexible & hybrid options

Seniority: 4 – 5 years of professional experience

POSITION SUMMARY

We are looking for an insightful and hands-on **Communication Coordinator** to join our creative, multidisciplinary Marcom team. Your role is to coordinate the communication efforts made by our internal team and external suppliers. In other words, you will make sure our entrepreneur-focused events and programs are communicated coherently and thoroughly.

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 26000+ impact makers spread over more than 100 locations worldwide.

We're much more than that, but we don't want to brag – that will be your job ;)

Profile we are looking for:

- You are genuinely searching for a place where people value the impact of their work & the connections they build on the way
- Structured and able to share your structure with the people you work with
- Connected to the entrepreneurial & business ecosystem.
- Desired digital DNA structure, looking for future trends, not afraid to befriend AI and other not-yet-discovered platforms.
- Great with words and super copywriting skills
- Master planner with prioritizing and delegating skills.
- You take your work seriously; you are autonomous and able to work efficiently in a team.
- *Come as you are* and *We grow together* are two of our mantras – we'd be super-happy to meet people who resonate with them as well
- At least 4-5 years of experience as an Account Manager or Communication Manager in PR/ Branding/ Digital agencies or Communication departments, or equivalents; experience in managing and guiding a small team.
- Great people skills and the capacity to drive a small team of enthusiastic communicators.

Your responsibilities include:

- Developing the strategy and communication plan for each project, program or event focused on entrepreneurs or the entrepreneurial business ecosystem run by Impact Hub. We organize 15-20 projects & events yearly and sometimes you need to juggle between them simultaneously.
- Working closely with the Communication Coordinators of other business lines and ensuring the communication strategy meets the organization's objectives and is aligned throughout all our channels and tactics.
- Project management:
 - Planning and sometimes implementing the communication needs of the entrepreneurial focused events and programs Impact Hub Bucharest organizes.
 - Owning and nurturing the resources you need: platforms, database, resources, budgets, briefs and templates.
 - You'll be responsible for delivering results, on budget, on time and deciding the best means by which the communication team can achieve the KPI's, goals and the awareness of our actions
 - You will be working with Impact Hub's Project Managers, PR & Social Media Managers, Content Managers, Community Managers, and other external collaborators; therefore, you need to be comfortable in a collaborative environment and proactive so that projects run smoothly and excitingly.
- Reporting:
 - Reporting the results of the communication tactics and working together with Impact Hub Project Managers to ensure the reporting needs are met accordingly to each specific requirement.
 - You will be reporting to the Marketing Manager.

What we offer

- Working in the most inspiring space dedicated to entrepreneurs and diverse community of skilled professionals.
- 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 March 24th. We will be conducting interviews as soon as we receive applications so applying fast will matter.

How to apply?

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