



## Junior Project Manager @ Impact Hub Bucharest

Location: Impact Hub Universitate, Bucharest

Area: Program Management

Contract type: Full-Time

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

Seniority: 1-3 years

### POSITION SUMMARY

We are looking for a Junior Project Manager to work in our Impact Hub Bucharest team supporting entrepreneurs & innovators. Working together with an inspiring team, you will be responsible for communicating with the participants from our programs and will support the program managers in their activities.

### 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. You can find out more about us at [impacthub.ro](http://impacthub.ro) or from our [Linkedin](#) page.

### 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.
- Connected to the entrepreneurial & business ecosystem.
- You take your work seriously; you are autonomous and able to work efficiently in a team.
- Very good communication and interpersonal skills, including persuasion and public speaking.
- Fast worker, who sees solutions and responds to challenges and opportunities quickly.
- Previous volunteer or professional experience correlated with the responsibilities listed below.
- Fluency in written and spoken English.

### Role's responsibilities include:

Working under supervision of the Programs Director who oversees all Impact Hub Bucharest programs, you will:

- Support the Program Managers in the implementation of the programs (operational, logistics and administrative activities).
- Maintain communication with the participants from the programs.
- Keeping the participants data base up to date.
- Connect with current and alumni entrepreneurs to monitor needs and status.



- Research and connect with relevant actors in the ecosystem.
- Assist in developing and monitoring program budgets.
- Prepare and maintain a variety of records and reports related to assigned programs.

**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 24<sup>th</sup>. However, we will run interviews with selected applicants as soon as we receive applications and may decide earlier than that - so being entrepreneurial and applying fast is important.

Send us an e-mail at [jobs@impacthub.ro](mailto:jobs@impacthub.ro) with the subject Junior Project Manager containing your resume and a concise motivation letter.