



Community Catalyst

Location: Impact Hub Universitate, Bucharest

Area: Startarium

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 **Community Catalyst** to join our creative, multidisciplinary Impact HUB Bucharest team. Your role is to manage and develop the community of entrepreneurs, communities, programs, projects, business angels, investors and freelancers, created around Startarium.

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.
- Very good communication and interpersonal skills, connecting different types of people
- Great at building relationships and networking with our community
- Master planner with prioritizing and delegating skills. •
You take your work seriously; you are both autonomous and able to work efficiently in a team.
- We are looking for people with community-building and managing skills, event organizing, ability to connect with people of different social and business statuses.
- At least 3 years of experience in working with communities, organizing events and different happenings with and for these communities.
- Great people and networking skills

Your responsibilities include:

- Developing the strategy for community development, identifying opportunities for working together with different people, organizations, programs etc. with the purpose of building quality content, programs, and projects for the entrepreneur's development.
- Manage and find good development solutions for the consultancy, mentorship and coaching requests that are coming to Startarium via contact@startarium.ro or any other means of communication.
- Map the most important stakeholders in the entrepreneurial ecosystem

- Project management:
 - Planning and sometimes implementing the focused events and programs organised for the Startarium community.
 - 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 we 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, Communication 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 content 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 Startarium Project Manager.

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);

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 April 30th. 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 "Community Coordinator Application".