



Content Curator

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 **Content Curator** to join our creative, multidisciplinary Marcom team. Your role is to coordinate the content creation efforts done by you, internal collaborators, and community contributors. In other words, you will make sure our entrepreneur-focused content is original, of good quality, timely delivered, and of high relevance.

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 both autonomous and able to work efficiently in a team.
- We are looking for people with PR/ Branding/ Digital agencies or Communication departments, or equivalents; experience in managing and guiding a small team.
- At least 3-4 years of experience as a content curator, in working with skilled contributors with whom you can build on hot topics, not afraid to put together a Podcast series and capitalize on the content created there together with our PR coordinator.
- Great people skills and the capacity to drive a small team of enthusiastic communicators.

Your responsibilities include:

- Developing the strategy and content plan for each project, program or event focused on entrepreneurs or the entrepreneurial business ecosystem run by Impact Hub. You will be involved in more projects/programs but the main focus will be on Startarium, the Educational Platform for entrepreneurs built together with our partner ING.
- Working closely with the Communication and Community Coordinators so you can find the best way to gather, customize the content and get the message across, whether we are talking about articles, podcast episodes, interviews, Q&As, courses, newsletters, videos or masterclasses.
- Project management:
 - Planning and sometimes implementing the content 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 content 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, 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 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 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 subject "Content Curator Application".