



Reporting Specialist @ Impact Hub Bucharest

Location: Impact Hub Universitate, Bucharest

Area: Program Reporting

Contract type: Part-Time (4h/ day)

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

Seniority: 3-5 years

POSITION SUMMARY

We're looking for a Reporting Specialist to join our Impact Hub Bucharest team, dedicated to facilitating the reporting of our initiatives for entrepreneurs and innovators. Collaborating with a motivated team, you will guide program managers through the deployment of EU funded programs and create reporting documents.

IMPACT HUB BUCHAREST

Impact Hub is an ecosystem that inspires and supports people to create social impact in the world through entrepreneurship. Our 12 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 30000+ impact makers spread over more than 110 locations worldwide. You can find out more about us at [impacthub.ro](https://www.impacthub.ro) or from our [Linkedin](#) page.

In the last 7 years Impact Hub Bucharest was involved either as leader or partner in projects with different types of funding: Horizon Europe, Erasmus+, EASME, National EU Structural Funds, Swiss-Romanian cooperation funds, Interreg - Danube Region, EIT Food, EIT Climate-KIC, Private foundations, private companies, corporate & banking institutions. We have a vast experience in multistakeholder partnerships and large consortia with several EU countries - Italy, Spain, Portugal, Hungary, Croatia, Austria, Germany, Latvia, Switzerland etc.

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.
- Professional attitude and commitment to quality work.
- Very good communication and interpersonal skills, including persuasion.
- Fast worker, who sees solutions and responds to challenges and opportunities quickly.
- Hands-on approach to problem-solving and able to see new, creative ways around obstacles.



- Fluency in written and spoken English, as you will work in an international context where English is the common language. Business English is also important as you need to understand and use the terminology.
- Minimum 3 years of previous experience in reporting EU funded projects & programs, especially on Horizon Europe, Erasmus + or Interreg (a plus if the projects were related to business and/or entrepreneurship)
- University degree.

Role’s responsibilities include:

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

- Complete the necessary documentation after a proposal has been successfully awarded.
- Brief and guide the program manager, the communication team and finance team regarding the specific requirements for reporting of each EU/Ro funded program.
- Gather the information and documentation needed for reporting for each program, according to its requirements.
- Prepare and maintain a variety of records and reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds.
- Assist in developing and monitoring program budgets.
- Communicate and report to funding institutions.
- Research and connect with relevant actors in the ecosystem.

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 29th. 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 with the subject Reporting Specialist containing your resume and a concise motivation letter.