

Job Description for EIT Health Alumni Community Coordinator

About EIT Health

EIT Health is a network of best-in-class health innovators backed by the EU. We collaborate across borders to deliver new solutions that can enable European citizens to live longer, healthier lives.

As Europeans tackle the challenge of increasing chronic diseases and multi-morbidity, and seek to realise the opportunities that technology offers to move beyond conventional approaches to treatment, prevention and healthy lifestyles, we need thought leaders, innovators and efficient ways to bring innovative healthcare solutions to market.

EIT Health addresses these needs. We connect all relevant healthcare players across European borders – making sure to include all sides of the “knowledge triangle”, so that innovation can happen at the intersection of research, education and business for the benefit of citizens.

We facilitate

At EIT Health, we facilitate innovation to improve the health of European citizens. In Innovation Projects, workshops, and start-up programmes, we foster collaboration – and support innovators with funding, expertise, and access to the market, so that breakthrough ideas can be implemented rapidly.

We collaborate

We collaborate across European borders and bring stakeholders to the table. We build strong links between business, research and education. And we connect innovators with payers, public authorities and investors. This allows us to break down existing barriers, boost entrepreneurship, and help build a stronger health ecosystem in Europe.

We create

The EIT Health network comprises best-in-class health innovators, who create outside-the-box solutions. We deliver meaningful new products and services, and support ground-breaking ideas. These efforts help create new businesses and jobs – while always putting the health of citizens front and centre.

We educate

We want to improve health education, promote healthy lifestyles, and help health professionals grow. To this end, we share insights and disseminate knowledge. Because we believe that our findings and efforts can benefit many, we share them through citizen engagement activities, workshops, and skill development programmes.

EIT Health maintains a regional structure that stretches across Europe, with six co-location centres (CLCs) in cities that have high innovation ratings and feature clusters of innovative firms, universities and research centres. With its headquarters in Munich, Germany, EIT Health has established CLCs in six regions, UK/Ireland, Scandinavia, Spain, France, Germany/Switzerland, and Belgium/Netherlands. With the aim of leveraging diversity and driving the potential of emerging innovation clusters, EIT Health has also added the “EIT Health InnoStars” in Hungary, Italy, Poland and Portugal.

EIT Health is a Knowledge and Innovation Community established by the European Institute of Innovation and Technology (EIT), a body of the European Union.

EIT Health: Together for healthy lives in Europe.

For more information visit: <http://www.eithealth.eu/>

About EIT Health Alumni Network

The EIT Health Alumni Network was set up as a cross-cutting initiative in 2017 with the goal of enhancing the wider EIT Health community by connecting enthusiastic alumni to the different EIT Health and cross-KIC Alumni activities. It supports EIT Health's mission to promote innovation and entrepreneurship in the health sector by building a renowned network of students, professionals, entrepreneurs and executives with multi-disciplinary skills and backgrounds. With its profile and outreach, the Alumni Network helps to consolidate EIT Health's reputation as a pacemaker for innovation in health and healthcare in Europe.

With its rapid growth to 1 200 members in 3 years, the community is EIT Health Alumni Network is now in a solid position to offer companies the chance to tap into a talent pool of healthcare experts. The network provides opportunities to connect across all three EIT Health pillars and promote vocational workshops and job offers from within the EIT Health Community. In order to create synergies across the European EIT Network, the target group is selectively expanded to alumni from all Knowledge and Innovation Communities (EIT KICs).

To keep a sense of community and ensure long-term memberships despite its growth, the visualisation of the EIT Health Alumni community has become the main target for 2020. The main focus will be on the implementation of the EIT Health Alumni platform and its local chapters. EIT Health Partners will be provided with user profile to look for talents and experts in the joint digital space. The Alumni will receive job offers, case-related consultations and trainings provided by the Partners' institutions paving the way for European healthcare innovators of tomorrow.

For more information visit: <http://www.eithealth.eu/alumni>

The Role

To meet the growing tasks of the EIT Health Alumni Network, we are looking for a motivated EIT Health Alumni Community Coordinator with significant experience working internationally in teams with resources across multiple countries and languages. You will need strong experience and intercultural awareness and the ability to support different teams in meeting multiple timelines.

This is an exciting time to join the team at EIT Health. It is a fantastic opportunity to make a positive and meaningful impact, as we continue to enhance our profile, exert influence and drive thought leadership within the European healthcare ecosystem.

As the EIT Health Alumni Community Coordinator, you will be an important person in the team and provide decisive support. You are expected to handle many different tasks, and collaborate with internal and external partners as well as work independently on some projects. You will be supporting the EIT Health Alumni Board, making sure all runs smoothly. The postholder reports directly to the EIT Health Alumni Network Manager.

Responsibilities

Alumni platform contents

- Monthly planning and phrasing of content (Alumni Opportunities, job offers, blog posts) for the sub-chapters of the platform.
- Front end monitoring of content generated by alumni.
- Apply security updates to the platform.
- Close collaboration with back-end developers of platform providers.

Community coordination

- Ideate, plan and implement new Alumni programmes in collaboration with the Alumni Network Manager (e.g. Cross-KIC Alumni programme line, internship programme “Alumni in Residence”).
- Content creation for Alumni social media channels and newsletters.
- Showcase Alumni success story in creative formats.
- Support the EIT Health Alumni event management across Europe.
- Drive the engagement and onboarding of:
 - start-ups and companies from the Accelerator
 - senior members and former employees
 - EIT Health Partners
- Maximise the percentage of onboarding of Campus graduates.
- Scout and trace back previous graduates.
- Analyse data, keep track of metrics and provide suitable presentations.
- Review best enrollment and tracking practices of other successful Alumni associations.
- Verify and approve new member registrations on the Alumni website.
- Manage the alumni@eithealth account.
- Support the Alumni Network Manager in procurement, contracting and invoicing procedures.

Your qualifications

- Several years of experience in managing digital communities.
- Experience in Communications and in event organisation, with a comprehensive understanding of innovative communications tool and methods, including traditional and digital channels.
- Experience in social media management .
- Experience in working with Content Management Systems (CMS), e.g. Wordpress, Typo3.
- Strong interpersonal skills, intercultural awareness and practical experience to deal with requests from all levels of a small and dynamic international team .
- Excellent verbal and written skills and fluent in English, with ability to write requests for proposals from suppliers and the ability to select suppliers after analysis of appropriate suppliers based on requirements. Additional European languages are an advantage..
- Strong organisational skills with an excellent attention to detail and adherence to deadlines.

- Excellent Office 365 skills. Experience in using online platforms and IT-Tools and derive analysis (particularly in MS Excel & PPT) .
- High level of professionalism and reliability with proven ability to handle confidentiality.
- Ability to multitask and balance competing priorities in a dynamic environment.
- Must be a team player and take ownership.
- Self-starter, flexible, ability to use initiative, good work ethic with a can-do attitude.
- Strong team player with ability to navigate a complex organisational structure and operational processes of a growing organisation.

Desirable criteria

- Experience with Adobe Creative Suite (Photoshop, Illustrator, InDesign, Canva) is a plus.
- Experience in managing VIP relations in a public or government body, industry trade association, business membership organisation, think tank or similar.
- Experience in coding.
- Experience in / good knowledge of the healthcare sector within Europe .
- English language expert writing and content curation skills.

What we offer

- The role is a full-time position (40h/week).
- A competitive salary and benefits package.
- Learning and development programme for staff.
- Start-up mentality, fast and flat processes, straight internal communication, non-hierarchical structure and freedom to operate with autonomy.
- An extensive network in the healthcare sector, with exposure to high-level and senior representatives, key players and influencers.
- The opportunity to work on critical projects of European interest, contributing to bettering the lives of patients and citizens.
- Familiar atmosphere within a dynamic team.

Notes

The official working language of EIT Health is English.

The post will be ideally based at our Munich headquarters. Remote work is a possibility.

Working relationships

EIT Health Alumni Network Manager (line manager)

EIT Health Head of Communications and other Communications Team Members

EIT Health Headquarters Pillar Team Managers
EIT Health Head of IT

To apply

Applications should consist of a full curriculum vitae and a cover letter describing briefly how you meet the above criteria indicated in the person specification, and outlining your interest in and vision for the role. Applications shall be submitted via e-mail to applications@eithealth.eu, with the subject line "EIT Health Alumni Community Coordinator". The position will be filled as soon as the suitable candidate is found. Please indicate your earliest possible entry date as well as salary expectations. The selected candidate is expected to commence duties as soon as possible.