

*EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more, please visit [www.eit.europa.eu](http://www.eit.europa.eu)*

*The European Institute of Innovation and Technology (EIT) has launched in 2019 the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing. [www.eitmanufacturing.eu](http://www.eitmanufacturing.eu)*

*EIT Manufacturing now invites applications for the position of*

## Communication Associate in CLC East (m/f/d)

Full-time position at EIT Manufacturing CLC East in Vienna (Austria);

### About the Co-Location-Center (CLC) East

The CLCs East is an integral part of the KIC's (Knowledge and Innovation Center) governance and fosters connectivity with local ecosystems through the provision of physical spaces for interaction. It initiates, hosts, and implements the various KIC's activities and provides a platform for discussion of innovative ideas. The CLC East identifies and builds new possibilities to further substantiate the KIC's long-term sustainability and are actively involved in helping to secure funding for Innovation, Education and Business Creation activities. The CLC East also identifies and exploits promising opportunities for cross-CLC activities.

### About the position

The Communication Associate will support the Co-Location Center Communication Manager in implementing all communication and dissemination activities on national and international level, among others for Austrian projects and tasks as well as other communication activities and projects of CLC East. This covers the implementation and management of diverse communication tools and activities, communication materials, events, according to EIT brand guidelines, but also to set up communication strategies towards different local stakeholders.

### Key Accountabilities

- Implement/support the Communication Manager in implementing all Communication and Dissemination activities related to the activities within the assigned projects, i.e.:
  - Roll-out and tailoring of communication campaigns (offline, digital, social media) on a national and international level (planning, developing assets, setting targets and follow-up)
  - Support for all implemented Communication and Dissemination activities
  - Act as link between national and international external stakeholders and EIT Manufacturing
  - Support external stakeholders and partners in developing communication activities
  - Work closely with internal EITM stakeholders for implementing assigned tasks
  - Organise and coordinate events aligned with the branding and communication and dissemination plans
  - Editorial planning (topics/success stories to share) & content production (articles, reports, etc.)
  - Manage media relations
  - Make EIT Manufacturing's vision and mission tangible and visible for key stakeholders

- Activity monitoring
- Support in organization of workshops, meetings and dissemination events with the relevant stakeholder

**Qualifications:**

- Master's or Bachelor's degree or equivalent in a relevant field e.g. marketing, communications, public relations, journalism
- Previous experience in the field of implementation and extension of content management systems (preferably Wordpress)
- Previous experience of digital communication/marketing & social media
- Experience of high-tech and manufacturing sector is a plus
- Experience in Graphic Design is considered a plus

**Skills and expertise:**

- Excellent organizational skills & ability to meet deadlines
- Outstanding written, oral and presentation skills in German and English
- Strong team spirit, Proactiveness, Autonomy and Trustworthiness
- Demonstrated ability to use and manage social media channels effectively
- Previous experience of media relations
- Excellent command of the English and the German language is mandatory.
- Willingness to travel within Austria and Europe

**What we offer:**

- Start-up mindset, fast and flat processes, straight internal communication, low hierarchies and freedom to operate
- Family atmosphere within a dynamic team at modern and well-located office facilities
- Our working language is English
- Annual season ticket of Wiener Linien
- Technical equipment (Laptop, iPhone, etc.)
- On- the- job trainings
- Home office policy
- Minimum salary of € 38.500,00 gross per year.

**Location**

The role location will be at EIT Manufacturing Co-location Center East, in Vienna (Austria) with the possibility of traveling for meetings or events taking place at the partners' and other stakeholders' facilities and locations.

**Reporting**

The Communication Associate will report to the Communication Manager CLC East and Project Manager.

**Equal opportunities**

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

### Selection Committee

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential. Shortlisted candidates may be invited for an interview at EIT Manufacturing with CLC East Director and CLC East HR Manager. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

### Protection of personal data

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

### Application

A complete application should consist of:

- a full curriculum vitae,
- a covering letter (written in german and english) describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to: [hr.east@eitmanufacturing.eu](mailto:hr.east@eitmanufacturing.eu) with the subject "EIT Manufacturing Communication Associate Vienna".

**Only complete applications will be evaluated.**

**Closing date is 30<sup>th</sup> September 2022**

For further information, please contact [hr.east@eitmanufacturing.eu](mailto:hr.east@eitmanufacturing.eu)

**Please join us on this exciting journey. Send us your application now!**