



We're hiring a **Marketing and Communications Lead** to join our team!

We are looking for a highly dynamic and proactive individual to join the Impact Hub Geneva team as a Communications Lead in a permanent 80-100% role, starting on September 1, 2020, or according to agreement.

About Us

Impact Hub Geneva

Situated in the heart of the city, Impact Hub Geneva provides a home to visionaries, innovators and entrepreneurs coming together to prototype new models for a sustainable and inclusive society. We offer access to an inspiring workspace, a vibrant learning community, innovation and acceleration programs, inspiring events and expert workshops and trainings. We are the largest global innovation network worldwide with over 17'000+ members in 100+ Impact Hubs worldwide.

Accelerate2030 is our global program, with a mission to scale the impact of entrepreneurs working towards achieving positive social and environmental change contributing to the UN's Sustainable Development Goals (SDGs). The next edition of the program will be launched in Spring 2021 in over 20 countries across Africa, Asia, Latin America and Eastern Europe, building on the local expertise and networks of the Impact Hub Network, UNDP, the International Trade Centre and partners (<https://accelerate2030.net>)

If you are:

- Passionate about working with purpose and making a difference
- A team player with a creative mind
- A confident and curious self-starter and a thoughtful decision maker
- Opened to integrating and also providing feedback
- A person with developed sense for good visual design
- Argumenting your opinions articulately

This is an opportunity for you!



Role Overview

This is a great opportunity for someone with the ability to shape and lead the overall strategic communication of Impact Hub Geneva, and specifically the global Accelerate2030 program. It's a highly creative position, but also requires strong leadership and coordination skills. Specifically the Marketing and Communication lead is accountable for:

1. Strengthening brand recognition and visibility of Impact Hub Geneva, as well as the global Accelerate2030 program, both locally and globally
2. Effective coordination of Impact Hub Geneva and Accelerate2030's communication channels, which includes that of 20+ Impact Hubs across the developing world.

Roles and responsibilities include:

- Develop and implement a comprehensive local and global communications and media engagement strategy for Impact Hub Geneva and Accelerate2030
- Generate original content for the Accelerate2030 blog, newsletter, website, and social media in collaboration with the Accelerate2030 program team in Geneva and entrepreneurs around the world
- Draft press releases and media advisories. Directly engage with local (Geneva), national (Swiss), and global reporters
- Continuous coordination with Impact Hubs across 20+ countries to disseminate and generate program content
- Communicate with external partners regarding communication updates (press releases, social media toolkits, etc.)

Main benefits are:

- Work in a highly international, entrepreneurial, and dynamic environment with room for autonomy and self-expression
- Network and connect with important players and actors in the global social entrepreneurship ecosystem
- Develop your skills and competences in social entrepreneurship and innovation, communications and social media
- Enjoy working with a passionate, mission-driven team



What you bring to the table

We are looking for a proactive, talented individual, passionate about social impact and entrepreneurship, and aligned with the mission and purpose of the Impact Hub and Accelerate2030.

Skills and Qualities:

- Strong written and oral communication skills in English – French fluency preferred.
- Experience with building and managing a comprehensive communication strategy including the seamless and consistent implementation of blog, newsletter, social media, media engagement, and other mediums
- Experience with media engagement (preferred candidates will have established contacts with local (Geneva), national (Swiss), and/or global media)
- Basic graphic design experience (preferred candidates will have experience with Adobe and Canva) and web design experience (Wordpress)
- Project management experience - Demonstrated ability to set goals or strategic targets and meet or exceed them, ability to organize and lead processes individually and with a team
- Autonomous and an eye for detail – able to manage own time and prioritise accordingly and a diligent work ethic to follow brand standards
- Strong collaborative spirit - ability to work closely with other team members to ensure communications goals are met

Key information

- **Contract term:** 100%
- **Duration:** Permanent
- **Salary:** TBD, based on seniority level/ experience
- **Swiss work permit required** - Impact Hub Geneva cannot support international applicants in acquiring a work permit
- **Location:** Geneva/Lausanne
- **Starting date:** 1 September 2020, or according to agreement
- **Application deadline:** Apply before August 17th, noon. Applications will be accepted on a rolling basis with the intent to hire as soon as possible.

How to apply

To apply, send a short (2-3 minute) video introducing yourself and your vision for the position, CV, and 2-3 case studies/examples of your previous work to ljupka.mitrinowska@impacthub.ch and emily.skovran@impacthub.ch with the subject line "Communications and Marketing Lead." Please note: Incomplete applications will not be reviewed.