We are looking for a

Community and Communication Manager

Keywords: H2020 /Social networks / Communication / EU research

Job category: H2020 Community and Communication Management

Job location: Zurich / Lausanne (Switzerland)

Contract: Full time, with a probation period of 3 months and a resignation period of 2 months from either party.

Start date: Q1/Q2 2019

Salary: Depending on the experience of the candidate, to be discussed.

Holiday: 25 days per annum, plus statutory holidays

Job description and responsibilities

As Community and Communication Manager in Martel you will contribute to develop and manage community building, stakeholders' engagement, communication, media presence, and promotional messaging for European-funded and commercial research and innovation projects in various ICT fields, including for instance smart cities, telecommunications, multimedia, Internet of Things, cloud computing or next generation Internet. You will also help in the acquisition of new projects in the above fields, either in the European Horizon 2020 funding framework or in commercial settings.

In close collaboration with the rest of the Martel Media team you will contribute to defining and maintaining the image of the company, managing communications to support marketing and business acquisition, contributing to corporate communications, PR, social media, events, and content creation, Martel Innovate is involved in.

You will be active in a friendly international environment and take part to national and international R&D projects across Europe (and beyond from time to time). In this respect some travelling within and outside Europe will be entailed.

Fit for the challenge?

+ Outgoing personality you will be required to walk into networking events and be comfortable introducing yourself and the company to strangers.

+ Writing skills – a background in journalism or experience with writing helps since you will be creating content for our company, projects, customers and / or partners.

+ Communication and social media experience – a must. We need someone who can navigate WordPress and understands Twitter and Facebook for business to start with.

+ Interest and good understanding of the ICT industry – at least of a subset of specific domains our projects and customers are active in (IoT, Cloud, Telecoms, Creative Industry, Media, etc.).

More specifically

+ Native or excellent English.

+ Proven experience in the context of Horizon 2020 project dissemination and communication.

+ Consolidated experience in Communication/Media/Community Management, including familiarity with online media / tools, such as Twitter, FB, LinkedIn, Google+, Instagram, Hootsuite, Tweetdeck, etc, online and off-line publishing platforms.

+ Solid experience with content management and editing, such us white papers, brochures, press releases, blogs, news items, etc. for on-line and off-line usage.

+ Knowledge in at least one of the following key technologies: Internet, IoT, 5G, Cloud, Media.

+ Creative, open-minded, flexible, great time management skills, ability to multitask and proactive attitude.

What could be a plus?

+ Proven experience in the context of Horizon 2020 project management and coordination.

+ Previous editorial experience – online or offline.

+ Previous experience in PR, events' management.

+ A Master's degree (or equivalent) in Communication / Media / Journalism.

Do you want to apply?

Send:

- Your CV
- Cover letter (clearly elaborate on why you are the right person for the job)

via email to **careers@martel-innovate.com** indicating "H2020 Community and Communication Management" in the subject.

About Martel Innovate

Based in Zürich, with offices also in Lugano, Martel is an innovative and dynamic SME specialized in the management, innovation and promotion of international Research and Development projects with a focus on advanced Internet technologies, such as 5G, IoT and Cloud.

Martel, with more than 20 years' experience in the European and Global ICT scene, includes three departments that work side by side to deliver the best quality to its customers:

- Martel Consulting, a department specialised in R&D Project and Innovation Management and Strategic Consultancy, focusing on the coordination of H2020 projects;

- Martel Media, a division specialised in dissemination, communication, marketing and community building activities at the service of ICT initiatives and projects;

- Martel Lab, a R&D department specialized in cloud native architectures, spanning from cloud computing infrastructures to cloud computing as an enabler in different application fields such as: Big Data, IoT, NFVI and Smart Cities.

Martel's team is an international and dynamic group of people that combine skills and expertise from different domains, including business, technological, scientific, communication and marketing sectors.