

COMMUNITY & MARKETING MANAGER

HackYourFuture Belgium is a non-profit organization that offers programming training to refugees, asylum seekers and others that have limited access to higher education and the job market in Belgium under the umbrella of Open Knowledge Belgium.

Under the direct supervision of the General Manager of HackYourFuture Belgium (HYFBE), the Community & Marketing Manager is responsible for the recruitment of students, the HYF community management as well as the marketing of related events and activities.

Roles and responsibilities include:

1. Recruitment of students

- Creates of communication materials and dissemination via the appropriate channels to ensure a good conversion rate
- Organises and implements information sessions (visio and on site)
- Organises students selections with the participation of partners when relevant
- Documents all processes in line with the GDPR.

2. Community Management

- Maintains and develops further the volunteer coaches network by organising info sessions
- Assists in engaging, briefing and onboarding new volunteer coaches

3. Communication Management

- Drafts communication strategy and monthly communication plans
- Drafts communications and once approved, issue posts via Social Media Channels
- Monitors the visibility of our social media posts as well as the conversion rate
- Searches how to improve HYF outreach to targeted audiences

4. Classes

- Assists with the organization and running of Sunday classes
- Provides logistical support for trainings and classes

What profile are we looking for?

Bachelor or equivalent skills and experience

- Min. 2 years of relevant work experience

HACK YOUR FUTURE

- Tech Savvy and passionate about Social Media
- Great social skills. You enjoy speaking to students and volunteers
- Both independent and a team player
- Able to plan, monitor and manage projects in a timely manner
- Goal oriented. You like to get things done.
- Hands-on mentality. You are a creative problem-solver.
- Available 2 Sundays per month
- Fluency in English (both written and spoken)

What can we offer you?

- A dynamic working environment within a highly motivated multicultural team
- A community of experienced and super skilled volunteers
- Opportunities to build your network within the Open Knowledge and tech community
- Room for your own input and ideas
- A 100% FTE contract until November 2022 (renewable, depending on funding)
- [Pay scale: PC 329.01 B1c](#)
- Meal Vouchers
- Health insurance benefits
- Flexible working hours
- Compensation for commuting via public transport or bicycle
- Desk in our office at Epitech
- Flexibility about remote working

Interested?

Send your CV and motivation letter to lizhen@hackyourfuture.be by Friday 28 January 2022. Short-listed candidates will be invited for an interview.