Communications coordinator (f/x/m)
Permanent employee, 20 hours/week, in our office in Vienna or hybrid

Are you a communications professional with at least 2 years of experience in this area? Do you have exceptional writing skills and experience in managing communication campaigns and social media channels? Are you interested in a position where your work positively affects people all around the world? Then this job might be for you!

Open Knowledge Maps is a young and growing organisation in the field of scientific knowledge discovery. We are building a visual interface that dramatically increases the visibility of research findings for science and society alike. We are a non-profit organisation and we believe that a better way to explore and discover scientific knowledge will benefit us all.

As communications coordinator, you have a major role in communicating our activities to our worldwide audience.

Once you join us, you will be:
• Writing blog posts, newsletters, and social media updates, and providing text snippets for a variety of other promotional materials
• Coordinating communication campaigns and communication materials
• Managing communication channels including our social media channels
• Engaging in direct communication with our community and (prospective) partners
• Coordinating meetings and events and researching opportunities for presentations
• Giving presentations on Open Knowledge Maps

Your expertise:
• Minimum 2 years of professional experience in a communications or marketing role
• Exceptional writing and interpersonal communication skills
• Fluent English (equivalent to C2)
• Experience in managing social media channels
• Familiarity with email marketing software, presentation software, and office software
• Strong knowledge of communications and marketing ethics and best practices
• Familiarity with science communication and open science in particular is welcome but not required
• Public speaking abilities are an asset

Your competences:
• Excellent time management and ability to meet deadlines
• Strong organisational skills and attention to detail
• Adaptability, willingness to learn
• Ability to work both independently and as part of a team
• High motivation and willingness to take responsibility
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We offer:
- Friendly, motivated and inclusive team embedded in the international open science community
- Working on a positive, impact-generating product with a charitable cause
- Interacting with an enthusiastic global community including leading organisations in academia, digital infrastructure, and international cooperation
- Flexible working hours and working location (within Austria), presence in the office only selectively required
- Office in central location in Vienna

Salary: The gross salary for this part-time position (20h/week) ranges between €1,400 and €1,600 per month (14 times a year), depending on your experience and qualifications.

Seniority Level: Junior

Employment Type: Part Time, with the option of switching to a full time position at a later point.

Preferred Starting Date: 1 May 2022

We expect candidates to reside in Austria. We are not able to sponsor work visas for this position.

Please include 4 different writing samples in your application: 2 press releases/news items and 2 social media posts.

If you are interested, please send your application including your CV, a personal statement, and the 4 writing samples outlined above to info@openknowledgemaps.org

There is no fixed application deadline, but we are looking to fill this position soon. Qualified applicants can expect an invitation to an interview a few days after submitting their application.

We are looking forward to hearing from you!