

# Communications manager (f/x/m)

Permanent employee, 30-40 hrs/week, in our office in Vienna or hybrid

Are you an experienced communications professional who has worked in this area for at least three years? Would you like to take the next step in your career and oversee the communication activities of a small, but growing non-profit organisation? 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 revolutionising the field of scientific knowledge discovery. We are building a visual search engine 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 manager, you are responsible for communicating our activities to our worldwide audience.

## Once you join us, you will be:

- Overseeing all of our communication activities
- Coordinating communication campaigns and communication materials
- Managing communication channels including our social media channels
- Supporting the Chairperson in fundraising and supporting member acquisition activities
- Supporting the development of regional and national consortia for Open Knowledge Maps
- Managing the relationships with our community and (prospective) partners
- Coordinating the Enthusiasts program, our community outreach program
- Providing feedback and input from the community to the Head of Product
- Writing blog posts, newsletters, and social media updates, and providing text snippets for a variety of other promotional materials
- Coordinating meetings and events and researching opportunities for presentations
- Giving presentations on Open Knowledge Maps

## Your expertise:

- 3-4 years of professional experience in a communications or marketing role
- 1-2 years of professional experience in a management or coordination role
- Exceptional organisational skills
- Experience in designing and running multi-stakeholder processes
- Exceptional writing and interpersonal communication skills
- Fluent English (equivalent to C2); German is a plus, but not essential
- Experience in managing social media channels
- Familiarity with email marketing software, presentation software, productivity tools, 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 and experience in sales/acquisition and/or data-driven decision-making are an asset

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## Your competences:

- High motivation and willingness to take responsibility
- Affinity for leadership roles
- Strong interest in technology and online knowledge discovery
- Excellent time management and ability to meet deadlines
- Excellent self management skills
- Diligency, precision and reliability
- Adaptability, willingness to learn
- Ability to work both independently and as part of a team

## We offer:

- The opportunity to play a key role in a small but dynamic organisation
- Comprehensive in-house coaching to help you achieve your professional goals
- Friendly, motivated and inclusive team embedded in the international open science community
- Working on a positive, impact-generating technology 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 position ranges between €2,600 and €3,200 per month for full-time (pro-rated in case of part-time), depending on your experience and qualifications.

**Seniority Level:** Mid-level

**Employment Type:** Part Time or Full Time (30-40h/week)

**Preferred Starting Date:** 1 September 2023

**We expect candidates to reside in Austria or be willing to relocate to Austria for this position. 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](mailto:info@openknowledgemaps.org).

There is no fixed application deadline, but we are looking to fill this position soon. Qualified applicants can expect a reply within a week after submitting their application.

We look forward to hearing from you!