

# Community Manager - iSchools Inc

The iSchools organization seeks a highly motivated, creative, and dynamic professional to support iSchools staff and activities as **Community Manager**. The full-time vacancy will open on **1 January 2024**.

Closely working with the Executive Director and the Business & Communication Manager, the successful candidate will be responsible for a broad range of program and community activities within the organization. In line with the needs of the iSchools community, the Community Manager will develop necessary tools and programs to foster and enhance the iSchools network on a global scale.

## Required Qualifications

- A Master's degree from an internationally highly regarded university is required. A degree in Information Science, communications, or a related field is a plus
- Experience with design software such as Adobe Creative Cloud, Canva, or similar
- Fluent in writing and speaking English academically and professionally
- Fluency in an additional European or Asian language is required

## Strongly Desired

- Experience with website building software such as WIX or similar
- Hands on experience with community outreach and social media
- Experience with organizing and managing events or conferences including using underlying technologies such as Zoom, ConfTool, and SCOCS
- Residence in or near the Central European time zone is strongly desired to facilitate staff communication

## Responsibilities

- Supervising and managing iSchools projects on a global scale, including active communication and collaboration with regional chairs and stakeholders
- Developing and managing iSchools' social media channels and communication campaigns
- Fostering relationship with iSchools membership and community groups
- Developing new programs and activities such as workshops and seminars in collaboration with the community
- Creating promotional materials and professional videos for iSchools events and activities

- Conceptualizing, developing, and testing new and modern website features that support the needs of the iSchools community
- Organizing, planning, and supervision of the iConference in collaboration with staff and iConference hosts
- Evaluating the effectivity of current iSchools assets and identifying areas of improvement
- Willingness to work overtime on occasion especially during peak times of the iConference planning phases
- Traveling at least twice per year nationally and internationally. This would include the physical location of the iConference and business meetings as needed

## Salary

The salary is expected to be between **45,000 € - 60,000 €** (plus employer-paid benefits) depending on the individual's level of experience and skills.

## Remote work

The work will be conducted mainly remotely / from home-office.

## Application

Applications should include a cover letter and CV, and explicitly address the applicant's experience and skills relevant to this position. Women or under-represented minorities are strongly encouraged to apply. Applications will be reviewed as soon as they arrive. The call for applications will remain open until the position is filled. Please send your application to: [admin@ischools-inc.org](mailto:admin@ischools-inc.org)

## About the iSchools Organisation

The [iSchools](#) represent an international organisation of over 130 universities on all inhabited continents. A common interest in all aspects of research and teaching about information unites them. The [iConference](#) is an annual gathering of a broad spectrum of scholars and researchers from around the world who share a common concern about critical information issues in contemporary society. It pushes the boundaries of information studies, explores core concepts and ideas, and creates new technological and conceptual configurations - all situated in interdisciplinary discourses.