




Application deadline: 8 June 2022

Strategy Assistant

BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility.

	<i>We create systemic solutions that will move more people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

ABOUT THE JOB

The **Strategy Assistant** will be part of the CEO's Executive Office with the responsibility to support in the day-to-day business of the strategy team and build the bridge to the communications team.

Main tasks and responsibilities include:

- Support the daily business of the organisation including
 - Support in operationalizing the business planning and the implementation of the multiannual strategy
 - Support the Executive Office with general administrative tasks, such as coordination of appointments, alignment of meeting inputs and meeting documentation
 - Prepare and implement company wide internal meetings and events
 - Support the work of strategic internal working groups
- Build the bridge to the communications teams in the EIT Urban Mobility Headquarters and Innovation Hubs including

- Support in identifying internal strategic communication needs and prepare internal correspondence
- Identify, align on, plan and prepare CEO participation in events and stakeholder meetings

The Strategy Assistant will report to the Executive and Strategy Officer.

The position is based in **Munich, Germany**.

The position is **permanent and on a part-time basis** (between 20 and 30 hours/week).

No relocation expenses are assigned.

THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities, and we are looking for someone who strives for making a difference together with other people.

The ideal candidate:

- Has experience in project management, project assistance or personal assistance
- Has the ability to grasp new content quickly, connect the dots and present facts in a structured way
- Feels comfortable in a fast-paced or start-up environment and keeps an overview at all times
- Is hands-on and proactive
- Is enthusiastic about sustainability, climate action and urban mobility

The below would be considered as a plus:

- Has a network in/knowledge about the EU urban mobility landscape

To be a fit for this role:

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, who are passionate about disseminating knowledge, know-how, good practices and lessons learnt.

GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Germany.
- enjoy their full rights as citizens.
- meet the character requirements for the duties involved.

EDUCATION

- Degree in Business Administration, Communications, or related field;
- Written and spoken English (C1), any other European language is a plus.

OUR OFFER

- Permanent and part-time position (between 20 and 30 hours/week).
- No relocation expenses are assigned.
- Possibility to homework.

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria.

To apply for this position, please download the [application template](#) from the EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given.
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

Format: Save your completed application form in **one single file** in PDF format.
File name: Name the file according to the model "*EITUM_first name_last name*". For example,

Joanna Smith would name the file *EITUM_Joanna_Smith*.

Email title: The subject field should read "*Strategy Assistant. HR099-2022*".

Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 8 June 2022

Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).