

Application deadline: 12 December 2022

# Market Development & Communications 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.

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

## ABOUT THE JOB

The Market Development & Communications Assistant will report directly to the Market Development Director.

The assistant be part of the Market Development team and will support it to deliver its mission facilitating the implementation and upscaling of urban mobility innovations in cities that realise the EIT Urban Mobility vision: Creating sustainable mobility in liveable urban spaces for the benefit of citizens.

The primary focus will be to support in the preparation, coordination and roll-out of (matchmaking) events, management of the digital marketing actions, as well as in communication tasks related to the market development activities.

The assistant will support the members of the team in the daily operations and development of existing and new activities. The assistant will play a key role as SPOC to the Communications and EU Affairs team, and in implementing communication tasks in coordination with EIT Urban Mobility departments, including Thematic and Operational Areas as well as the 5 Innovation Hubs and HQ.

Main tasks and responsibilities include:

- Supporting the preparation, coordination and roll-out of events (digital and physical).
- Supporting the content management of EIT Urban Mobility's digital marketplace platform.
- Leading the marketplace newsletter monthly production.
- Implementing and following-up the digital marketing campaigns supporting the growth of the digital marketplace and the department's commercial services.
- Leading the design and production of the periodic publication of EIT Urban Mobility's mobility solutions catalogue.
- Supporting the set-up of marketing activities, including:
  - Design and production of marketing materials: visual banners, flyers, etc.
  - Write-up of commercial pitches and advertisement copies.
  - Coordination and distribution of print articles and catalogues.
- Coordination and execution of marketing related activities, e.g. community building, market analyses, ...

The position is based in **Barcelona (Spain)**.

**Permanent and full time position**, with possibility to homework up to 2 days a 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 would have:

- 2 years of experience in the sector of marketing & communications related to smart city, mobility, or freight/logistics.
- Experience in design and editorial writing related to marketing activities.
- Experience in both digital and physical event organisation.
- Strong organisation skills and capacity to work in multiple projects simultaneously
- Analytical skills and experience with digital tools (e.g. event streaming, survey tools, marketing design, website monitoring) and digital marketing platforms (Google Ads, LinkedIn Ads, etc)
- Well-developed communication and coordination skills.

Experience in the below would be considered as a plus:

- Experience in building international professional communities.
- Experience in the European mobility innovation ecosystem.
- Experience in the public sector, in particular in collaborating with cities.

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, high attention to detail, who are passionate about creating a more sustainable future.

## 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 Spain.
- enjoy their full rights as citizens;

## EDUCATION

- A level of education completed in a Masters Degree in Business, International Business, Marketing or Communications.
- Written and spoken English (C1), written and spoken Spanish (C1), written and spoken Catalan (C1), any other European language is a plus.

## 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 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 “*Market Development&Communications Assistant. HR113-2022*”.

Send to: Send your completed application to: [recruitment@eiturbanmobility.eu](mailto:recruitment@eiturbanmobility.eu).

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#### 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](mailto:recruitment@eiturbanmobility.eu).

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