



## COMMUNICATION & EVENTS WIZZARD

### ABOUT BECENTRAL

BeCentral is an iconic digital campus located in Brussels Central Station. Cofounded & backed-up by more than 40 entrepreneurs, we're on a mission to close the digital skills gap and to accelerate Belgium's digital transformation.

We host 150 entrepreneurs in our 3000-sqm campus, working for ~40 resident initiatives (digital schools, start-ups and NGO's). Over the last year, 12 500 people have benefited from a learning or inspiration programme delivered by one of our residents. Our ambition going forward is to impact 100 000 people, in our campus of the Central Station and outside these walls.

### ABOUT THE POSITION

The communication & events wizzard will be in charge of :

**1. Defining the overall communication strategy**

Including key messages, target audience mapping, partner mapping and a channel strategy for online & offline stakeholder engagement

**2. Rolling out a highly effective external communication**

- Monthly newsletter
- Social media postings & content (including videos)
- Website updates & further developments
- Contacts with press & other external stakeholders

**3. Rolling out a highly effective internal communication**

- Internal newsletter for residents
- Communication towards shareholders
- Signage
- Information posters on campus

**4. Managing and expanding the communication assets**

- Maintain & manage our contact database
- Ensure compliance with GDPR & other relevant legislations

**5. Developing BeCentral's events programme**

- Define yearly event programme and format (talk, meetup,...)
- Oversee organization of internally-developped events

**6. Preparing & managing the communication budget and ressources (interns, external providers,...)**



**WHAT WE ARE LOOKING FOR**

- Thorough knowledge of communication principles and tools (offline & online)
- Written & spoken fluency in English, French and Dutch (minimum B2)
- Entrepreneurial & versatile mindset
- Kick-ass attitude
- Ability to work efficiently in team, with partners and autonomously
- Knowledge in digital learning & entrepreneurship

**WHAT WE OFFER**

- A vibrant work environment, at the very heart of Belgium's tech ecosystem
- The ownership of key responsibilities in a fast-growing company, with the opportunity to grow in the role
- A competitive package
- Being part of a funky team

**INTERESTED?**

Please send your C.V. and cover letter to [laurent@becentral.org](mailto:laurent@becentral.org), prior to Nov 15 2018

Job start date : Jan 7 2019