

Job description: **Community Manager** **@ STARTUP AUTOBAHN Stuttgart**



| Type | Years of Experience | Location | Apply at | Questions? |
|-----------|---------------------|-----------|---|--|
| Full time | 1 - 3 years | Stuttgart | https://bit.ly/3rVpBwg | hannah@pnptc.com |

About our Mobility Vertical in Stuttgart (STARTUP AUTOBAHN powered by Plug and Play)

Plug and Play Tech Center based in Silicon Valley is the ultimate innovation platform, bringing together the best startups and the world's largest corporations to create the most meaningful connections that bring innovation to anyone, anywhere. We are on a mission to bring Silicon Valley's benefits to all four corners of the world.

One of the most successful programs is STARTUP AUTOBAHN powered by Plug and Play, located in Stuttgart, Germany. Founded by Plug and Play and Mercedes-Benz AG, the Open Innovation Platform now has 29 Partners (Porsche, BP, DPDHL, etc.). We connect startups from all over the world with our partners to enable projects and long-term implementations, focusing on Mobility, Production, and Sustainability.

Who We're Looking For

Our Stuttgart team – may be better known as STARTUP AUTOBAHN powered by Plug and Play team – is looking for someone who is ready to jump in as Community Manager and hit the ground running. Are you interested in exploring new technologies by engaging with innovative corporates, startups, and ecosystems from all around the world? Do you get excited by the thought of organizing expert panels, supporting startups to grow, or writing engaging content for social media? The Community Manager is a multi-faceted role, and we are looking for someone who is organized, detail-oriented, and interested in engaging in a growing ecosystem. Oh, and don't forget about team spirit! We are a highly collaborative and entrepreneurial team.

Important: this role can be approached from two different angles. With a **project management/event organizing** focus or a **communication/marketing/design** focus. There are core responsibilities that will be necessary no matter what. If certain description elements sound more like you than others, don't worry; send us your application and let us know why this job excites you.

What we offer:

- Be part of Plug & Play - the biggest and fastest-growing startup innovation platform globally with locations worldwide such as Silicon Valley, Paris, Amsterdam, Munich, Berlin, Singapore, and Beijing.
- Be at the forefront of innovation, and get access to groundbreaking technologies.
- Be part of a dynamic, international, and open-minded team.
- Get access to and communicate with leading international startups, partners, investors, etc..

- You will work closely with our corporate partners on a daily basis and grow your network.
- Contribute and realize your own ideas and have room for self-development.
- All our offices are located in great co-working spaces such as ARENA2036.
- Additional services like meal allowance and access to qualitrain.

How You Will Make a Difference (not limited to)

It should be noted that in the past, we were attending and hosting monthly in-person events and gatherings. We have switched entirely over to virtual events for the time being, and we will see how the next months unfold. The ideal candidate should be prepared to do both. As we live the startup spirit ourselves, no one in the team is exclusively limited to their main tasks. Rather, we are a dynamic team of all-rounders who work closely together in all projects. However, your main role will be in supporting our team in the following tasks:

Program, Community & Startup Facing

- Support the Senior Program and Community Manager in running an effective and organized program while providing an exceptional experience for corporate partners, startups, and our community.
- Manage and grow local and global community relationships with startups, universities, VCs, media, conferences, etc. This includes being the main point of contact for coordinating activities beyond the main program elements.
- Own relationships with startups in the program.
- Onboard and support startups throughout the program to meet program goals.
- Evangelizing STARTUP AUTOBAHN/Plug and Play to all potential network partners, including startups, investors, and corporate members within the global startup ecosystem.

Project Management & Event Coordination

- Co-Ownership in organizing and operating national and international events inside and outside of STARTUP AUTOBAHN (including EXPOs, Meetups, External Events and Fairs) from concept to content to action.
 - Example: <https://expo8.pnptc.events/> – <https://youtu.be/highyJZINqA> (virtual) or <https://expo7.pnptc.events/> – <https://youtu.be/JvS7IIHC4Uo> (in person).
- Coordinate and organize project elements within the Program and Community team and in collaboration with other departments.
- Engage and coordinate across teams internally and with external agencies on a project basis.

Communication

- Create relevant and engaging content to use on STARTUP AUTOBAHN's media channels – online and offline (Social Media, Newsletter, Press, Website ...).
- Maintain a strong brand voice across all channels and outlets where the platform is represented.
- Act as the liaison between the platform and media outlets. Be responsible for relationships with media and community partners to gain exposure for the Plug and Play and STARTUP AUTOBAHN brands.
- Support the team in creating high-quality content for internal and external use.

Imperative Skills

- Bachelor's degree required, preferably in the field of business, marketing, media, communications, or related.
- Excellent English skills are absolutely crucial (our main working language is English) and German skills are preferred.
- Outstanding communication and writing skills with close attention to details.
- Ability to manage multiple projects at one time.
- An eye for contemporary and aesthetic design. Design, Photography, or Video skills are a plus.
- Startup/Accelerator/Corporate Entrepreneurship or/and Agency experience is a plus.

Soft Skills

- Highly motivated work style, strong people skills, and a positive mindset.
- Ability and attitude to switch between a startup- and corporate environment.
- Hands-on and “get things done” attitude.
- Service mentality, creativity, and willingness to go above and beyond to ensure that members of our community have the best possible experience.

Apply today for this opportunity in Stuttgart, we are looking for someone who can join the team March 2021.

Questions?

Please get in touch with Hannah Boomgaarden
(+4915731986462 // hannah@pnptc.com)

Apply here:

<https://plugandplaytechcenter.bamboohr.com/jobs/view.php?id=199>