



Are you the Rockstar Communications & Marketing Coordinator we are looking for? Read on!

Organizing a TEDx event is an **amazing challenge** and a fun journey to be part of. Every year we learn more, meet amazing speakers, partners and people! Our **core team** consists of a small group of dedicated, professional TED enthusiasts, mixed in expertise, background, age, network and nationality. We are now looking for a new recruit to add to our talented and fun crew! We would offer you a **unique volunteer experience**, together with people, who like you, are willing to share their ideas and skills and who take ownership of one of several important tasks needed to create a great event. A great networking opportunity and CV builder!

Do you have **experience and expertise in communications, editorial and marketing**? Are you able to create and manage a strong online presence for our events?

Is writing your passion?

You might just be the person we need to help us **co-design the voice of TEDxMaastricht** and promote our event to our great TEDx community in Maastricht and its surroundings!

Your responsibilities:

- * Create a communication plan for the current TEDxMaastricht season
- * Inform the public about our events, activities, speakers and partners
 - * Write and supervise the creation of editorials and content
 - * Create content for promotion and online engagement (FB, Twitter, adds, contact with journalists)
- * Work closely with our speakers liaisons/coaches, our curators, and our online and social media team
 - * Manage Post-event engagement
- * Get feedback from our audience and continue to engage our other community participants
 - * Share our TEDx Talk videos with the world and optimize our views
 - * Follow up on our alumni speakers activities and successes
 - * Stay active on social networks and send email updates

Your background and skills:

- * Organized, dynamic, self-managed and willing to take the extra mile
- * Experienced in designing a communication strategy and timeline and a true decision-maker
- * Able to lead and enthuse others working with you
- * An excellent editor and content creator, who is proficient in English
- * Willing to get your hands dirty for a non-profit organization, and to give the best of yourself

Plus points for your superpowers:

- * Proficiency in Dutch, in addition to English
- * Great networking abilities and network in the Maastricht region
- * Graphic design skills are lovely to have for our event branding

Are you interested or know someone who would thrive in this position?

Please drop us an email at gonny@tedxmaastricht.nl. We are excited to hear from you!