



Coordinator, Community & Events

Eclipse is a community for individuals and organizations who wish to collaborate on commercially-friendly open source software. The Eclipse Foundation is a not-for-profit, member-supported corporation that hosts the Eclipse projects and helps cultivate both an open source community and an ecosystem of complementary products and services.

Your role at the Eclipse Foundation

The role will blend a unique set of skills in the area of community management, including event organization and execution, social media and traditional marketing, and research project support. You have great intuition, creativity, and energy to understand the Eclipse ecosystem and to help deliver value-creating initiatives and services for our diverse community.

Responsibilities

Your main area of responsibility will be to work with the team in the creation and promotion of value-added services for members and the community. Services provided to the community include event organization for promotional and learning opportunities, marketing initiatives including social media content, search engine optimization, print production, and direct and digital mail campaigns.

Your focus will include

- Working closely with the internal teams to execute programs and events with partners and sponsors
- Assisting in the organization of trade show and industry forums to optimize positioning for projects, members, and the Foundation
- Creating and/or editing a wide variety of print and electronic marketing materials
- Helping the team to manage key messaging for a variety of target audiences
- Assist in writing and reviewing RFPs and reports for research organizations
- Coordinate contracts and relationships with external vendors, freelancers, and design providers
- Assist Business Development with data analysis and lead generation



Your profile

- University or College degree in a related field
- Three to five years of experience in a similar field is an asset
- Good command of English and German, both spoken and written
- Demonstrated ability to build relationships both with internal team members and external partners
- Ability to manage multiple priorities and projects at once

Location

Our office is located in Zwingenberg, (near Darmstadt) Germany

Eclipse Foundation Europe GmbH

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64673 Zwingenberg

Please send your resume to jobs@eclipse.org with Coordinator, Community & Events in the subject line.