Community Engagement Manager

The European Mathematical Society is the learned society for mathematicians throughout Europe. It promotes the development of all aspects of mathematics in Europe, in particular mathematical research, relations of mathematics to society, relations to European institutions, and mathematics education. The EMS is a not-for-profit organisation with memberships of around 60 national mathematical societies in Europe, 50 mathematical research centres and departments, and 3,000 individuals.

Along with its publishing house - EMS Press - the Society is looking for a dynamic and engaging community manager to develop deep and effective relationships between the EMS, EMS Press and the mathematics community. This role will work across both the Society and Publishing House, with responsibility for representation at key events, social media and external communications. You will have experience of establishing engaged and active membership communities with targeted membership growth. In addition you will be comfortable liaising with various stakeholder groups within the Society to foster a sense of unity and purpose. This is a part-time position reporting jointly to the EMS Vice-President and Head of Business Development at EMS Press; it may be performed remotely within Europe or at either the EMS or EMS Press's offices (Helsinki or Berlin).

Role description

Membership
- Engage with EMS members to build a sense of belonging
- Build a clear membership retention and growth strategy
- With Head of Business Development, identify suitable demographics outreach
- Represent EMS at key events in the mathematics calendar
- Support membership events as required

Social media and content
- Manage social media for both organisations and content for euromathsoc.org and ems.press/updates
- Collect book reviews for use on ems.press and social media
- Generate email marketing content for EMS membership and beyond
- Remain abreast of the latest news and developments from the world of mathematics

Committees
- Support the work of the various committees and working groups of the society
- Manage the EMS funding schemes process
- Identify areas where the EMS could offer further support/input to achieve its mission
- Support and participate in panels/working groups that contribute to the efforts of the EMS / Press

Requirements

- Demonstrable ability to build online and in-person communities and networks
- Familiarity with social media, email marketing and related tools to engage community
- Experience participating in/supporting learned society member events
- Comfortable working towards defined membership targets
- Experience liaising with stakeholders including committees, advisory boards and working groups
- Ability to communicate sensitively with regard to tone and content
- Comfortable working independently and with video conferencing tools
- Motivation to develop a deep understanding of the mathematics research environment
- Collaborative attitude and ability to work across two organisations
- Based in Europe, excellent command of English
- Ability to travel on a regular basis, as required
- Ability to participate in team meetings in-person at least four times a year

Preferred

- Academic publishing or learned society background
- Educated to degree level in STEM subject
- Ability to absorb technical vocabulary and apply effectively
- Experience with Good Grants

What we offer

- Part-time position (50%) with immediate start
- Salary range 20-24,000€ (full-time equivalent 40-48,000€)
- Flexible working hours (core hours 10:00–15:00 CET)
- Small and dynamic international team set within a large learned society
- Office at TU Berlin/University of Helsinki and/or remote work
- 30 days of annual leave (plus public holidays) - prorated
- Training and professional development
- Memberships of professional bodies and organisations

Please send your CV to Ilvy Lützen (she/her) (luetzen@ems.press) before 30th April 2024. Early applications will be prioritised.