



(JUNIOR) COMMUNITY MANAGER

TEAMWORK – PLANNING AND ORGANIZING – PROACTIVE – FLEXIBLE – ENTHUSIASTIC

YOUR CHALLENGE

We are looking for an enthusiastic community manager to support and manage the Dance4Life international pool of trainers called Trainers4Life, the Speakers4Life and the Reporters4Life community.

The international community of young people who help dance4life in its mission is a growing group of young leaders from all over the world who make up several vibrant communities of experts on youth empowerment in the field of SRHR. For example the Trainers4Life train peer leaders around the world to deliver the Dance4Life empowerment model which helps young people to make healthy sexual choices about their lives. The Speakers4Life are young people who represent the voice of the youth on international conferences and the Reporters4Life bring stories from their communities on international level. As community manager for all of the three groups, it will be your responsibility to facilitate the processes of all engaged parties making sure they are engaged, committed and inspired to deliver to their best. This would mean to support the administrative and logistical aspect of the communities, organize offline and online meetings, monitor the growth and individual membership, as well as stimulate commitment and follow up of assignments on every side.

YOUR ROLE

Your role as a community manager consists of three parts:

1. You manage the communities
 - / You manage relationships with the different groups who come from different countries and cultures
 - / You manage and update the profiles of the Trainers4Life on the online dashboard
 - / You monitor the level of commitment and support them to deliver their tasks timely and effectively using the online dashboard and other mediums
 - / You manage the Google calendar, Facebook and what's app groups through sharing information and posts, answer questions and collect input from the trainers
2. You help with the administration around the work of the Trainers4Life, Reporters4Life and the Speakers4Life
 - / You help with contracts, costs reimbursements and administrative letters that concern the community members
 - / You keep an updated overview of the database of Trainers4Life and their projects
 - / You make sure the Trainers4Life receive all necessary documents and information to deliver their trainings/assignments effectively
3. You help with the logistics around the Trainers4Life, Reporters4Life and the Speakers4Life
 - / You help with booking flights and help with visas
 - / You organize the logistics of the scheduled meetings and trainings and webinars

YOUR PROFILE

- / You hold a university degree (Bachelor or Masters)
- / You are fluent English, both written and spoken, while Dutch is an asset



- / You know how to work in Microsoft office. Knowledge of Wordpress is a plus
- / You are an excellent planner, organizer and you know how to set priorities
- / You have experience with working in intercultural context and know how to manage online relationships
- / You are eager to lead others by serving what they need
- / You are responsible and independent
- / You believe in the power of young people and the mission of Dance4Life
- / You have a valid driving license

WHAT DO WE OFFER

- / The position is for a 32 hour work week
- / The gross monthly salary will be between € 2.347 - € 2.656 for a 40 hour work week
- / An informal working space in the heart of Amsterdam
- / A valid working permit and/or European passport is required in order to be considered for the position.

ABOUT DANCE4LIFE

Dance4Life is an international social franchise based in Amsterdam. Dance4Life empowers young people to develop the personal leadership skills they need for healthy sexual choices and relationships, through an international network of partners that adopt the Dance4life Youth Empowerment Model.

More information: <http://www.dance4life.com>

INTERESTED?

Please submit your resume with a short motivation to Denise@dance4life.com **BEFORE MARCH 5, 2018.**