

Basel Area Business & Innovation is the investment and innovation promotion agency dedicated to helping companies, institutions and startups find business success in the Basel Area. The organization targets and attracts companies to settle, supports founders of innovative ventures, and drives high growth initiatives in order to establish the region as the Swiss business and innovation hub of the future. The non-profit agency focuses on growing the area's cutting-edge industries life sciences, healthcare and production technologies and manages the Switzerland Innovation Park Basel Area, which houses the organization's accelerator programs. The agency serves the cantons of Basel-Landschaft, Basel-Stadt and Jura.

Effective immediately, we are looking for a hands-on and customer-oriented person to join our team as

Community Manager 80-100% (Maternity cover)

In this role, you are responsible for building and cultivating the community at Innovation Park Basel Area in Courroux (Jura).

Your responsibilities

- Point of contact for the Innovation Park Basel Area community
- Organisation and implementation of community events and spontaneous get-togethers
- Networking within the community and ensuring that the right people meet
- Ensuring the visibility of the community internally and externally through various channels (social media, newsletters, events and others) in collaboration with the marketing and communications team
- Administration of the community; triage and administration of potential community members (in close collaboration with the sales and project teams)
- Organisation of visits and holding of presentations
- Contract negotiations with prospects and residents
- Support for the Manager Operational Services with the organisation of events and other administration and front office tasks
- Cooperation with other internal teams, such as International Markets and Business Affairs, Innovation and Entrepreneurship as well as Marketing and Communications regarding the implementation of sales strategies and acquisition
- Cooperation in the development of new sites and services
- General administrative and operational tasks

Your profile

- Degree in business administration, communication, hotel administration or similar
- At least 3 years of work experience in a similar position
- Very strong customer and service orientation

- Entrepreneurial spirit
- Open-minded, friendly and outgoing
- Strong communication and networking skills
- Problem solving competencies
- Independent workstyle
- Strong organisational skills
- Team oriented
- Interested in business- and innovation topics
- French and English, oral and written command (German as an advantage)

Our offer

- Join a multicultural and supportive team of experienced professionals and industry experts
- Shape the future of our organization and make a meaningful contribution to our growth and success

Duration

March 2024 to December 2024 (or by agreement)

If you are ready to take on this exciting maternity cover role, we encourage you to [apply](#) and become a part of our dynamic team.