



Voka – International House West Flanders - Communication & Community coordinator

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The International House West Flanders is a one-stop-shop for both international talents and companies in need of information and support on working and living in West Flanders.

Our mission is to position West Flanders as a great place to live and to work for internationals and their families. Within 5 years from now we want to position the province of West Flanders as a pleasant place to live and work, as a homebase for internationals with international talent from diverse backgrounds actively looking for job opportunities in our region. That is our ambition.

This is done by making all relevant information, knowledge and services accessible to international talent and to organizations and companies in the province of West Flanders that employ international talent.

With the International House West Flanders we strive to:

- create a unique ecosystem with a central point of contact for and with internationals, both physically and online;
- provide support to this target group in relocation, social integration, living and working in the West Flanders region;
- be a vibrant hub for networking and community building.

YOUR RESPONSIBILITIES & FOCUS

- Develop and implement an ambitious community activity calendar focusing on customer satisfaction and active involvement;
- Coordinate all event and activity planning from A to Z (develop the programme, contacts with suppliers, time and budget management)
- Measure and report performance of each event, and assess against goals (ROI and KPIs)
- Disseminate information about various activities through a periodic newsletter and the organization's website;
- Promote online activities and manage discussion groups via relevant social media channels.

YOUR PROFILE

You are a master in communication and in organising events. You get things done and can work autonomously.

Experience and knowledge

- Minimum 2 years experience in communications, marketing, events or related role
- Outstanding written, communication, and editing skills in English
- Time-management and organizational skills
- Proficient in MS Office, web analytics, and various social media applications
- You have a driving license B and your own car

Soft skills

- You have excellent problem-solving skills and know how to be diplomatic
- You are assertive and enthusing
- You are highly organised and have an eye detail
- You are flexible, target-driven and pro-active
- You have self-motivation and enthusiasm
- Digital-minded
- Having an international background yourself is a plus.

OUR OFFER

A permanent contract for a 80% position;

A competitive salary with extensive package of fringe benefits aligned with your experience and skills;

A healthy work-life balance (flexible working hours);

Opportunities for personal development;

A varied job where no two days are the same in an ambitious project where you will meet a lot of interesting people!

Are you the Communications & Community coordinator we are looking for?

We look forward to hearing from you!

<https://www.voka.be>