

VACANCY – COMMUNITY MANAGER

[REMOTE]

EDUXO – European Network for Democracy & Equality – is seeking a creative, dynamic, and people-centered **Community Manager** to strengthen engagement, participation, and interaction across our growing European community.

This volunteer role is fundamental to building a strong, active, and supportive network of young people, activists, volunteers, members, and supporters committed to gender equality, democracy, and human rights.

◆ **Role Purpose**

The Community Manager nurtures, grows, and engages EDUXO's internal and external communities.

You will manage conversations, support volunteers and members, facilitate interactions, and help create a welcoming and inclusive environment across all our platforms and initiatives.

You will work closely with the Communications Team, President, HR, Membership, Events, and Specialists to keep our community connected and active.

◆ **Key Responsibilities**

As Community Manager, you will:

- Manage online community spaces (Instagram, LinkedIn, WhatsApp/Teams groups, email engagement, etc.)
- Facilitate conversations and support an active, positive community environment
- Respond to messages, comments, and questions, or redirect them to the right team
- Create and manage engagement-oriented posts, stories, polls, or interactions
- Support the growth of EDUXO's public audience and volunteer/member base
- Coordinate with Membership and HR on welcoming new volunteers
- Engage with partner organisations, activists, and institutional stakeholders
- Support community-building initiatives (Q&A sessions, community calls, interactive campaigns)
- Monitor trends, metrics, and community insights
- Maintain EDUXO's tone of voice and feminist, inclusive communication ethics
- Contribute to editorial and engagement strategies
- Support the promotion of events, opportunities, and campaigns

◆ Examples of Tasks

Depending on availability and interest:

- Creating community engagement content for campaigns (*Lovededucation, YouthPowerEU, Art4Love*)
- Activating participation around events (before, during, after)
- Welcoming new volunteers with personalised messages
- Moderating and energising EDUXO community groups
- Building bridges between volunteers, members, partners, and institutions
- Organising online community moments (lives, meet-ups, discussions)

◆ Requirements

We are looking for someone who brings:

- Strong communication skills and a passion for community-driven work
- Creativity, empathy, and an engaging writing style
- Experience or interest in social media, community management, or digital engagement
- Ability to manage conversations with care, clarity, and feminist values
- Reliability and responsiveness
- Understanding of youth activism, inclusion, intersectionality, and rights-based approaches
- Capacity to work collaboratively with multiple teams
- Knowledge of English (Italian/French are a plus)
- Familiarity with Instagram, LinkedIn, and/or community platforms (training provided if needed)

◆ What We Offer

As part of EDUXO, you will benefit from:

- **Opportunity to contribute to a caring culture in a fast-growing European NGO**
- **Direct engagement with EU institutions and networks**
- **A volunteering / pro-bono international contract**
- **Fully remote collaboration**, with in-person opportunities in Brussels
- **Possibility to receive the EDUXO Badge as an Interest Group Representative** to EU Institutions
- **Flexible working time** and autonomy in planning your involvement
- **Career Desk support with an HR expert**
- **Free psychological support** (for you and your volunteers)
- **Access to international high-level and networking events**
- **Monthly internal trainings** and opportunities to deepen skills in welfare, care, and leadership
- **A meaningful role in a youth-led NGO shaping change in Europe**
- **A supportive, feminist, intersectional community**

- **Insurance coverage** during in-person volunteering activities
- As a member, **you can apply for governance roles and participate in decision-making processes**

◆ **Conditions**

- **Volunteer position (unpaid)**
- 100% remote
- Flexible schedule
- Recommended involvement: 5-7 hours/week

◆ **How to Apply**

Send your:

- CV
- Short motivation statement (max. 1 page)

to **risorseumane@eduxo.it**

Subject: **Community Manager Application – Your Name**

Applications are reviewed on a rolling basis.