

## Job Description Education Manager

Job Title: Education Manager  
Division: Climate-KIC DACH  
Reports to: Education Lead, Climate-KIC DACH  
Contract: Full-time, one year fixed term contract (renewable)  
Salary: Competitive  
Location: Zurich, Switzerland  
Start Date: asap

### Business Background

Climate-KIC is the EU's largest public-private partnership addressing climate change through innovation, comprising of over 250 leading partners from business, academia, the public sector and NGOs. Our ambition is to contribute to creating a prosperous, inclusive, climate resilient society with a circular, zero-carbon economy.

We address climate change across four priority themes: urban transitions, sustainable land use, sustainable production systems, and decision metrics and finance. Education is at the heart of these themes to inspire and empower the next generation of climate leaders.

Climate-KIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union.

For further information: [www.climate-kic.org](http://www.climate-kic.org)

### Purpose of the Role

The Education Manager is responsible for implementing a series of education programmes of Climate-KIC in DACH that empower, inspire and connect climate innovation change agents and entrepreneurs. The Education manager will also be responsible for the management and engagement of our Alumni Community and will be asked to support business development opportunities. He or she will work closely with the Education team in DACH and in Europe and will liaise with our Education partners in DACH.

### Key responsibilities

- Management, design and coordination of international education programmes, including the recruitment and selection of participants and the delivery of financial and administrative tasks associated with these programmes



- Organisation of events around climate entrepreneurship and innovation for the Climate-KIC Community in DACH
- Development and implementation of an Alumni strategy for our DACH geography
- Management of activity reporting for the Education programmes for the EIT (and possibly other donors)
- Evaluation and quality assurance of education programmes
- Analysis and communication of results and learnings of programmes and activities
- Liaison with internal stakeholders in Theme teams and other geographies
- Support in the writing of proposals to local foundations to fundraise for DACH education programmes.

### **Profile & Experience**

- Master Degree in relevant field
- 2-3 years of experience in project/programme management, education & learning and community management
- Interest in the fields of climate change, entrepreneurship, innovation and sustainability
- Autonomous, reliable and precise working attitude
- Ability to work in a fast-paced and changing environment
- Excellent oral and written communication skills in German and English
- International working experience
- Experience in (international) multi-stakeholder projects

### **We offer**

- A vibrant working environment in an inspiring community of climate innovators across leading organisations in Europe.
- The chance to be part of a motivated, international and young team in the heart of Zurich and opportunities to develop and share creative ideas, experience and skills.

### **Application Process**

Climate-KIC values diversity and welcomes applications from all suitably qualified candidates regardless of age, gender, race, disability, sexual orientation, religion or ethnic background.

Please submit your complete application (incl. motivation letter and CV) in electronic form to [marion.huni@climate-kic.org](mailto:marion.huni@climate-kic.org) by 03 April 2018.

