DO it: Community Manager based in Hong Kong

As a community manager you will develop and implement the DO School Hong Kong’s community engagement strategy

Start date: as soon as possible
Location: Hong Kong campus
Position type: Full time

Let’s DO it together.
Founded in 2013 by Florian Hoffmann and Katherin Kirschenmann, the DO School is an award winning social business and the cornerstone of a global movement of purposeful doing. The DO School brings together leading organisations, world-renowned experts and talented impact entrepreneurs to clarify new ideas, and bring them to life quickly as new products, processes and services, inspiring seismic cultural shifts that transform people, businesses and society, and create not just better business but a better world – for everyone. The DO School is headquartered in Berlin with offices in Hamburg, New York and Hong Kong and has facilitated engagements in 30 countries for over 50,000 participants to date.
Key responsibilities:

As a Community Manager you are responsible for engaging our members and partners, both online and offline, by hosting events, keeping a lively communication, managing the campus and representing the DO School values to the community.

Specifically, your duties will include:

- Implement the community strategy focussing on growth and development
- Encourage constant, lively engagement with and among our community through online channels and events
- Manage events from guest speaking engagements to social gatherings and community events
- Increase awareness of, and interest in the exceptional individual stories of our community members, through mainstream tradition and online media
- Encourage close contact and a regular flow of news and information between community members and our space
- Support social media activities
- Plan and implement an annual calendar of community-focused events
- Design and facilitate workshops and programs
- Manage support staff and day to day suppliers
- Respond to enquiries via email, phone and social media
- Manage our partner relationship management software and the uploading and collecting of community information
- Ensure the campus feels welcoming and is always kept in the best condition
- Demonstrate and communicate our core values, including purposeful business, entrepreneurship, innovation, transformation, sustainability and giving back to our community, and help make these daily practices in the office
Your profile:

You love creating unique engagements that evolve around social innovation, co-creation and learning by DOing, you are confident in the room, also with senior leaders, and can create a productive, high-energy atmosphere when leading a group process. You are an experienced project manager who likes to plan and coordinate projects from start to finish.

- You have extensive experience (7+ years) in a professional, fast-paced environment in community management roles
- You will likely have a degree in marketing, communications, business administration, community development or social innovation,
- You have experienced setting up an innovation lab or similar type of campus / space
- You have worked in branding, corporate communication, marketing, community engagement connected to property development
- You are a passionate networker and smooth event manager and possess excellent stakeholder management skills
- You have experience in facilitation of group processes and are familiar with design thinking approaches.
- You are well networked in Hong Kong and understand different sectors, especially the social work and nonprofit sectors
- You are outgoing and creative while having a eye for detail and being able to work under pressure with elegance
- You are fluent in English and Chinese (both written and spoken). Knowledge of German is an advantage. Please note that the DO School is an international community, with English as its common language.

What’s in it for you:

- The opportunity to make a difference in a promising new location of a global organization and contribute to our ambitious growth and impact goals.
- The collaboration with an entrepreneurial, creative and international team as well as the chance to engage with a global community of purposeful DOers - entrepreneurs, experts and intrapreneurs - from over 90 countries.
• An environment in which the alignment of passion and purpose is encouraged and the hunger and ability for getting things done celebrated.
• A competitive salary with benefits, team building activities and professional development initiatives

**Application:**
We look forward to your application! Our application process is always online, so please submit your application through our application portal: https://thedoschool.jobbase.io/

**Applications will be reviewed on a rolling basis.** If you have any questions about the application process or the job description, please send an email to: career@thedoschool.org.

Equal opportunity employer: The DO School provides equal employment opportunities to all people, without discrimination based on country of origin, color, religion, gender, creed, national origin, marital status, disability or sexual orientation.