

Philippines Jobs Expertini®

Community and Partnership Associate

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Company: TechShake

Location: Philippines

Category: business-and-financial-operations

About TechShake

TechShake is a startup media platform that is all about bringing opportunities to the local and international startup community through our stories and events. We feature stories of entrepreneurs, investors, and key players in the startup community to highlight how much potential there is in the startup ecosystem. TechShake also organizes the largest international innovation conference in the Philippines called IGNITE, bringing together over 2000 people to collaborate and exchange ideas about tech and innovation.

We're always looking to grow and bring more opportunities to the community, so we'd love to have someone who could take on this mission with us!

Responsibilities:

Handle communication between stakeholders and partners.

Prepare the necessary documents, decks, or reports that will be used in pitches or presentations.

Help to run the corporate innovation program, communicating with key stakeholders such as partners, startups, and investors.

Organize monthly TechShake Talk and the IGNITE Conference.

Take charge of content creation (articles and posts) and the management of all social media channels.

Community Management of TechShake Startup Ecosystem Platform (to gather event and news content)

Qualifications:

A minimum of 1 year of experience is needed for this position. (We might not accept fresh graduates)

Strong communication skills with high proficiency in spoken and written English

Great organizational skills with the ability to prioritize tasks and make things happen

Experience in handling and creating content for social media channels is preferable

Experience at an incubator, accelerator, or investment company is a plus

Previous experience in project management would be great

Background in business or management is a plus! If you're interested in becoming an entrepreneur down the line, we'd love to help you develop the skills you'll need to get there!

Background in media agency/event management is a plus.

Working Terms and Conditions:

Work Set-up: Hybrid (3 days in the office, 2 days work from home per week, during the probationary period the employee must report to the office 4 days a week.)

Location: Bitspace Office, Salcedo Village, Makati City

Working hours: Flexible, 8 hours a day (with 1 hour lunch break)

Salary and wages: P25,000 - P60,000 (depending on experience and skills)

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