

Vacancy  
**Executive Assistant**



## about eit culture & creativity

EIT Innovation Communities are designed as pan-European partnerships that bring together business, research centers and universities with the aim to tackle global challenges Europe faces, e.g. in Climate, Raw Materials, Urban Mobility or Manufacturing. For more please visit [www.eit.europa.eu](http://www.eit.europa.eu). The European Institute of Innovation and Technology (EIT) launched 2023 the building of the Innovation Community for the Cultural and Creative Sectors and Industries (CCSI), called EIT Culture & Creativity (EIT CC).

EIT Culture & Creativity's mission is to provide interventions to CCSI and sector-specific challenges in education, innovation and business creation and foster interdisciplinary and cross-sector collaboration. In this way, EIT Culture and Creativity unlocks the innovative potential of its fragmented ecosystem, contributing to Europe's triple transition and accelerating competitive a resilient cultural and creative entrepreneurship.

We will focus on the following priority areas, each having its unique challenges and a need for intervention while representing a significant share of the EU CCSI workforce and revenue: Architecture, Audiovisual, Cultural Heritage, Gaming and Fashion.

To represent the diversity of the CCSI stakeholders, from profit to non-for-profit organizations, EIT Culture & Creativity set up a two-strand governance under German law: A nonprofit association (EIT CCSI e.V.) and a Limited Company (EIT Culture & Creativity GmbH), both legally registered in Cologne.

EIT Culture and Creativity GmbH (EIT CC) is funded in the first years by grants of the EIT, while the EIT CCSI e.V. receives membership fees from its partners to provide, under German law tax exempt, services for the CCSI ecosystem. However, EIT Culture & Creativity GmbH aims to become financially sustainable and independent from public grants or membership fees over the course of 15 years. It develops in the mid-term a portfolio of income streams from services to business and organizations in the CCSI. In the long-term EIT Culture and Creativity GmbH aims to be financial sustainable by returns from investments and equity. It aims to build a portfolio of shareholdings of approx. 13 MEUR by 2027.

For more please visit [www.eit-culture-creativity.eu](http://www.eit-culture-creativity.eu)

**Are you up for this challenge?**

## Specifications of the position

To support our mission, we are seeking a highly motivated and detail-oriented Executive Assistant to join our team full-time. In this role, the Executive Assistant is responsible for overarching division for the EIT Culture and Creativity central office, alignment of the six regional EIT CC offices and managing the quality and in time delivery of contributions. This person plays a facilitating role within the organization and its governance bodies, providing centralized cross-pillar management.

Join our team and contribute to the growth and development of the Cultural & Creative sectors & industries in Europe.

## Responsibilities

- Serve as liaison with staff, executives, senior leaders, and C-Level regarding company climate, employee well-being, project updates, proposals, and planning
- Administrative execution: collaborate with the leadership team in Cologne to organize required meetings and reporting's based on Rules of Procedures
- Prepare and organize management, supervisory board, general assemblies, shareholder and partner meetings as well as ELSIE and IP board meetings
- Align governance of the six EIT CC regional office (Co-Location Centers (CLCs)) and assure that required documents are delivered in time and meet the EIT standard
- Responsible that the EIT CC office delivers all required documents (incl. from 3<sup>rd</sup> parties) in time, meeting EIT CC and EU standards
- Central go-in between for EIT CC in all inquiries and deliverables for the EIT EU central office in Budapest, managing in time while maintaining excellent working relationship with the teams
- Crafting texts or speeches for various internal and external engagements, aligning with the company's strategic goals and required communication styles.

## Requirements

- A bachelor's degree in the field of business administration or relevant field, master's degree or LLB is a plus.
- Minimum of 3 years of proven experience as a Executive Assistant or in a similar role in a European /international context.
- Excellent verbal and written communication skills in English and German; additional EU languages are a plus.
- Strong interpersonal skills to build relationships and work effectively with diverse teams and individuals.
- High communication skills and capability of clear transfer of task coordination to different stakeholders.
- Excellent communication and interpersonal abilities, capable of building positive working relationships.
- Strong organizational skills and the ability to manage multiple tasks under tight deadlines. Enthusiasm to build a public private partnership, embracing complexity of partners and process and a commitment to contributing to its growth and success.

## What we offer

- A European organization acting globally: purpose-, business- and impact-driven.
- An agile organization with fast and flat processes, straight internal communication, low hierarchies, and freedom to operate
- A team-based leadership to build a learning organization with ~ 45 team members, excellent in their fields in education, research, business and civil society.

- A working place also supportive of each employee's development and progress, harnessing live long learning.
- A friendly and creative atmosphere within a dynamic team at modern and well-located office facilities.
- An employment contract under German labor law.
- Expected to start as soon as possible at the latest in October 2024.

## Location

The position is based in the EIT Culture & Creativity head office in Cologne (Germany).

## Diversity & inclusion

EIT Culture & Creativity aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfill their potential. We see inclusivity of talent as the basis of our success, and the diversity of perspectives and people as a highly valued outcome. EIT Culture & Creativity provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

## How to apply

To apply, please submit by no later than 5 August 2024, 10 am CET to [hiring@eit-culture-creativity.eu](mailto:hiring@eit-culture-creativity.eu) the following documents/ information:

- Europass CV (max 5 pages)
- Earliest starting date
- Salary expectation (gross/yearly/12-month payments)

Format: ave your CV, earliest starting date and salary expectation in one single file in PDF format.

File name: Name the file according to the model "EITCC\_HoO2024\_first name\_last name". For example, Maria Novak would name the file, EITC&C\_HoO\_Maria\_Novak.

Mail title: The subject field should read "HoO2024".

### Tentative Timeline

Application deadline:	5 August 10 am
Designation:	Week 30/31
Start:	October 2024

## Selection Process

A Selection Committee of experts will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential for avoiding conflicts of interest.

Shortlisted candidates are invited to virtual interviews in the first round and to a personal interview in the next round at EIT Culture & Creativity with the Selection Committee. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant

documents.

## **DATA PRIVACY**

Data protection rules are followed according to GDPR. Please see our [GDPR Compliant Privacy Notice](#). The applications will be stored by EIT Culture & Creativity online and will only be shared with individuals involved in the selection process. Applicants can be contacted by EIT Culture & Creativity and/or applications can be considered for other job vacancies published by EIT Culture & Creativity.