

**For our new acceleration program for social impact enterprises, Oksigen Lab is looking for an ambitious & hands-on junior communication and event manager (traineeship)**

*You are young, willing to gain experience in communication & event management and develop your network in the field of social impact entrepreneurship? You can start asap and willing to commit for at least 12 months (4 days/week)? WE HAVE A GREAT OPPORTUNITY FOR YOU!!*

**Responsibilities:**

- Event management: From concept to supervision of logistics.
- Internal communication: creation/identification and management of communication channels with candidates/coaches/partners.
- External communication: newsletters, social media and website.
- Administrative support for the acceleration program: minutes of meetings.

**Skills:**

- Fluent in Dutch (written/spoken), English (written/spoken) and knowledge French (spoken).
- Excellent interpersonal and communication skills.
- Demonstrated track record in event management and producing high quality written materials.
- Ability to work productively, proactively and independently, on own initiative.
- Excellent time management skills, organized and detail-oriented.
- Interest for social entrepreneurship.

**What we offer:**

- The opportunity to co-create an innovative program breeding the next generation of impact enterprises.
- Working in a dynamic, entrepreneurial and value-driven environment.
- Being part of a team with a hands-on and “no-bullshit” attitude.
- Working in a great office in the center of Brussels near all public transport facilities.
- Volunteer allowance and/or traineeship allowance
- Training by an experienced marketer.

**About Oksigen Lab**

Oksigen Lab is an accelerator for social and impact enterprises with significant growth potential. The Lab works with a network of coaches, experts and others to offer a dynamic scale-up program.

Among the impact enterprises that benefited from our support we count BlueSquare (<https://bluesquarehub.com/>), June (<https://june.energy>), BeeOdiversity ([www.beeodiversity.com](http://www.beeodiversity.com)), PermaFungi (<http://www.permafungi.be>), Relax In De Klas (<http://www.relaxindeklas.be>), 1 toit 2 ages (<http://www.1toit2ages.be>) and many more!

Together with i-Propeller ([www.i-propeller.com](http://www.i-propeller.com)), a consulting company developing solutions for businesses and governments, and SI2 Fund ([www.si2fund.com](http://www.si2fund.com)), an investing fund for social and impact enterprises, the Lab is part of the Oksigen Ecosystem ([www.oksigen.eu](http://www.oksigen.eu)).

**Date of start: ASAP in May 2018, be available 4 days per week for min 12 months.**

**Questions? Contact Vincent - [vdc@oksigenlab.eu](mailto:vdc@oksigenlab.eu) - 0478/62.15.82**

The Impact House, Rue Joseph II 20, 1000 Brussels, Belgium