

“Community Manager” & “Recruitment Officer”

in an International Online Start-Up company

(40 hrs/week internship in Rotterdam, the Netherlands)

Fields: Marketing, Communication, Design, New Media, Recruitment

About HousingAnywhere.com

HousingAnywhere.com provides a platform that helps students rent rooms to and from each other while they travel around the world. The platform is free to use and is strictly student-to-student.

Watch our movie: www.youtube.com/HousingAnywhere

International Expansion

Since our formation in 2009 we have launched our platform at 87 universities worldwide. From Rotterdam to Barcelona and all the way to Sao Paulo, Singapore, and Los Angeles: HousingAnywhere.com is a rapidly growing start-up. We expect to grow over 150 universities by the end of the summer. To make this happen we are looking for interns who are willing to work hard to grow our company. We are a vibrant, success driven company that rewards based on achievement.

Your Responsibilities

You will be responsible for creating buzz around HousingAnywhere.com as a brand, specifically through online social networks. As Community Manager you will exploit our media channels to let the students around the world know about HousingAnywhere, and making for them stimulating the use of our platform. Further, through the use of Photoshop, InDesign and Illustrator you will assist Country Managers in creating promotional material that will be useful to promote our brand.

As Recruitment Officer you are responsible of advertising our vacancies for our jobs & internships around the world, to screen CVs and to conduct the first round interviews.

Tasks of a “Community Manager” & “Recruitment Officer”

- Make a strategy for creating buzz around the brand HousingAnywhere.com via our social networks, Facebook and Twitter.
- Maintain our social media channels like Facebook, Twitter, blog, YouTube channel and news letters.
- Support the team by creating promotional material like flyers & posters that will be used in our promotional campaign at the partner Universities.
- Establish partnerships with student associations.
- Send out our vacancies for jobs and internships all around the world, screen CVs and conduct first round interviews on Skype.

Cool Things

- You will work in an international start-up company.
- You will have a lot of responsibility and will see direct results: if you do well the return for you and your team will be great!
- You will be part of a young, dynamic, and quickly growing company. Our team currently consists of 14 people, of which the oldest is 26 years old, from 10 different nationalities.
- You will be based in the Netherlands, in Rotterdam, in the picturesque student neighborhood Kralingen. Rotterdam is the second biggest city in The Netherlands, and is one hour by train from the capital Amsterdam.

Characteristics we are looking for in team members:

- **Independent:** The ability to work independently (you report directly to the Founder of the company) and to demonstrate your skills.
- **Structured:** The ability to work in a structured manner: the only way to make sure that HousingAnywhere.com will not become a victim of its own growth, is to be very organized: you will need to work according to specific checklists of our framework, and develop the checklists yourself if they do not yet exist.
- **Productive and motivated worker:** We need someone who is a hard worker and is really passionate about HousingAnywhere.com. You will work 40 hours a week, but should HousingAnywhere.com grow much more rapidly than expected, we are looking for people who are willing to go the extra mile. It has happened that our interns had to work on a Sunday. Although this is not common, you should be prepared for it!
- **Creative:** New promotional material is needed. We need you to be creative, think about something fresh but moreover catchy.
- **Willing to do simple tasks:** you will be Community Manager & Recruitment Officer and the only person 'above' you in hierarchy is the Founder. However, on the other hand there is nobody 'below' you in our office. This means also simple tasks needs to be done by you, for example, preparing excel sheets, replacing a logo on our website, doing the dishes some now and then, etc. It won't be your main job, but these things will be part of the job.
- **Adobe:** you need to have (at least) basic experience in Adobe Photoshop, InDesign and/or Illustrator; or the willingness to learn these basic skills.
- **Social Media campaigns:** you need to have basic experience in social media campaigns like Facebook advertising or Google Ads; or the willingness to learn these basic skills.
- **Studies:** You should be a third year student or higher. You should have an interest in the field of Sales, Marketing, Design and Social Media (it is not necessary to study this field).

Time period

- 40 hours a week
- Starting on 1 January 2015 (start date is flexible)
- Ending mid-August 2015 (end date is flexible).
- You will work from our office in Rotterdam, the Netherlands.



Payment

- 650 Euros per month

Application: Send your CV and motivation letter to Konstantinos on [konstantinos\(@\)housinganywhere.com](mailto:konstantinos(@)housinganywhere.com).

Other questions? Send them to [konstantions\(@\)housinganywhere.com](mailto:konstantions(@)housinganywhere.com)