

Event Coordinator and Facilitator

Teknologirådet (The Danish Board of Technology) is looking for a skilled **Event Coordinator and Facilitator** to help us accelerate the growth and engagement of a community within neuroscience and brain-related technology.

We are looking for an Event Coordinator to facilitate a series of events and engagement processes for our community, with a focus on stakeholder engagement within neuroscience and brain-inspired technology.

You will be part of our community building-team in the Human Brain Project, where we are leading the work of building and engaging the EBRAINS Community. The Human Brain Project is an EU-flagship project that focuses on research and technology within neuroscience, and brain-related technology, which is developing the EBRAINS research infrastructure.

Your work will build upon two years of community building, where we have established the framework and vision for an inclusive EBRAINS Community, and launched the EBRAINS Community, in close collaboration with the community managers of the project. By *inclusive*, we mean building a broad community within neuroscience, and brain-related technology (such as Artificial Intelligence and robotics), which is also inclusive towards collaborators such as patient organisations and clinicians.

We are looking to have grown, engaged, and matured our community by the summer of 2023, where The Human Brain Project will officially be finalised. **Therefore, we will be looking for a candidate who is ready to take on a project-focused task, for the next year. Are you up for this challenge?**

As our new Event Coordinator and Facilitator, you will:

- Be leading a series of 'Unconferences' as a part of engaging the EBRAINS Community – This includes being responsible for the process, planning, and coordination and be hands-on with more practical tasks such as sending invitations
- Support organization and facilitation of other Community-related events and engagement processes – you will for example support our colleagues working on a series of co-creation workshops
- Participate in and help organize our presence at outreach events – for the next year we strive to attend at conferences and events organized by the Human Brain Project, EBRAINS or associated partners, and other main brain-science related events
- Administrate and communicate about opportunities for the community to apply for event funding
- Actively motivate members to engage in community activities

- Assist in the onboarding into the community of both internal and external stakeholders, both online and in-person
- Collaborate with the communication teams of the project and in-house

We expect you to:

- Be excited about coordinating, planning, and facilitating events
- Have experience that allows you to be a great organizer and facilitator and to drive active engagement before, under, and after events in both an online and in-person setting
- Have experience with community/network/stakeholder management and engagement
- Be creative and attentive to detail
- Be highly collaborative and a skilled communicator
- Have excellent writing skills – you will communicate with a broad audience about events and community activities!
- Be outgoing, proactive, and self-driven

We would value it if you:

- Have experience in collaborating with and engaging technical and scientific stakeholders
- Have experience with engaging stakeholders across disciplines, e.g., science and technology, NGOs, civil society, e.g., patient associations
- Have experience in strategic planning and implementation
- Have experience in using an online community platform, alongside social media platforms such as Facebook, Twitter, Instagram, and LinkedIn

As a part of the community building team at The Danish Board of Technology, you will collaborate with team members who are managing and engaging the community and who are representing the community building task within the project, in strategic and user-focused groups. You will also be involved in communicating with the community, and of course, be part of the daily life in the office.

As a part of the Human Brain Project, you will collaborate with project partners, who work within a broad field of neuroscience, doing brain research and developing the EBRAINS research infrastructure. This also includes close collaboration with partners who are responsible for the central communication and branding of EBRAINS.

Practical Information

The position is full-time (37 hours) with flextime and will be a project-limited position until September 2023, expected start as soon as possible. There may be opportunities for prolonging the position. Depending on the COVID-19 restrictions, traveling will be expected. The position will be on-site at the office at Arnold Nielsens Boulevard 68E, 2650 Hvidovre, Denmark.



Contact: For more information about the position please contact, project manager and team lead, **Sara Christina Martinez**, scma@tekno.dk +45 31 48 87 27

Apply by sending your application to job@tekno.dk "Community Event Coordinator"

The application should include:

- Motivational letter and CV
- Relevant documentation for education, certifications, or examples of previous experience.

Deadline: 3rd of July. Please note that interviews will be held on an ongoing basis, so please do not hesitate to send your application. - Employment starts as soon as possible.

About the Project

Read more about the Human Brain Project, here: <https://www.humanbrainproject.eu/en/>

Read more about the EBRAINS research infrastructure here: <https://ebrains.eu/>

Sign-up for and visit the EBRAINS Community here: <https://community.ebrains.eu/>

About the Danish Board of Technology

The Danish Board of Technology (DBT) is a not-for-profit corporate foundation working for the common good. The mission of the DBT is to work for society's development being shaped by informed and forward-looking collaboration between citizens, experts, stakeholders, and decision-makers.

To this end, DBT performs and facilitates technology assessment and foresight, public engagement, Responsible Research and Innovation (RRI), and new forms of governance.

