

ARCHIMEDES FOUNDATION IS LOOKING FOR A PROJECT MANAGER

Archimedes Foundation is looking for self-motivated and experienced project manager to assist Study in Estonia team in creating concept and activity plan for 2018-2020 Estonian education brand ambassadors. Activities will take place in context of the marketing of study and employment opportunities in Estonia (DoRa Plus activity 4).

Tasks include (but are not limited to):

- Mapping potential interested target groups/persons in Estonia and abroad. Mapping activities can include targeted interviews with international students, alumni and other stakeholders, analysis of DreamApply database and communication with higher education institutions and other governmental or non-governmental bodies;
- Creating a concept for brand ambassadors, including potential communication strategies for involving ambassadors, including their inclusion, motivation and potential activities;
- Creating activity plan for period 2018-2020 on how to implement education brand ambassadors' project by Archimedes Foundation and related stakeholders that includes proposals for toolbox for ambassadors.
- Present the concept and activity plan during at least one event in Estonia, place and time to be agreed on later date.

Expectations to project manager:

- Master's degree or equal in marketing or strong background in higher education marketing;
- English language skills at least on C1 level;
- Excellent communications skills, flexibility, resistance to stress;
- Experience with national level higher education marketing projects is considered a plus.

Expected time of work is April 2017-September 2017. Project manager is expected to work independently with his/her own technology and office supplies, participating in team meetings and events as required.

To participate in competition please send CV and cover letter along with expected gross payment for whole period (for companies please present expected payment both with and without VAT) to liis.uulman@archimedes.ee by **14.03.2017** at the latest.

With any additional questions please contact Raul Ranne (raul.ranne@archimedes.ee)

