

Job Title: Marketing & Community Development Executive

Location: Central Eastern European Chamber of Commerce, Ho Chi Minh City, Vietnam

About Us: Join one of the most dynamic and vibrant chambers of commerce in Vietnam! The Central Eastern European Chamber of Commerce is dedicated to fostering business relationships, promoting economic growth, and creating a thriving community for our members in Vietnam and the CEE region. We are looking for a passionate and energetic Vietnamese individual to take on a new role as Community Manager and help us grow our community and enhance member engagement.

Job Description:

The role will involve a mix of community engagement, marketing, event support. You will work closely with the CEEC team and members and have the opportunity to meet and connect with companies and professionals from different industries. Your role reflects assisting our executive team develop and grow our membership base, alongside supporting with marketing activities, social media and events.

Key Responsibilities:

Community Development: Build and nurture relationships with current and potential members, ensuring a strong and engaged community.

Member Growth: Develop and implement strategies to attract new members and retain existing ones.

Event Management and Networking: Plan, organize, and execute a variety of events, including networking sessions, workshops, and social gatherings.

Marketing & Content: Create and share content for newsletters, social media and other communication channels, including videos, banners and other promotional materials.

Social Media: Help manage CEEC's social media channels and create engaging posts and other content.

Administrative Support: Assist with other tasks related to events, marketing and community activities when needed.

Qualifications:

Education: Bachelor's degree in Business, Marketing, Communications, or a related field.

Experience: 3-4 years previous experience in marketing, communications, events, business development or a similar role, but we are also open to candidates with less experience who have the right attitude and motivation.

Skills: Excellent communication and interpersonal skills, ability to work independently, strong organizational abilities, and a creative mind-set.

Attributes: Energetic, proactive, and passionate about community building and member engagement.

Experience or interest in working with CEE countries and European business communities is a plus.

What We Offer:

Growth Opportunities: A chance to develop your skills and advance your career in a supportive and dynamic environment.

Diverse Work: A role combining marketing, events, communication and community activities.

Exciting Work Environment: Be part of a fun and vibrant team that values creativity and innovation.

Networking: Opportunities to connect with business leaders and professionals from various industries.

Performance Bonus: Additional commission bonus for successfully bringing in new members and contributing to the growth of the CEEC community.

Impact: Make a real difference by contributing to the growth and success of our community.

How to Apply: If you are a Vietnamese professional with aspirations for growth and a passion for community building and networking, we would love to hear from you! Please send your resume and a cover letter by 20 October to **office@ceecvn.org**.