**Job Description**

**Posting Title**: Community Manager

**Reporting to**: Program Manager

**Location**: Kampala, Uganda

**About Us**: Outbox is a technology incubation, collaboration space and innovation hub that supports techies and further support for people to turn their tech ideas that utilize mobile and web into sustainable businesses. Our mission is to create awesome products and businesses on the mobile and web that create value, relevance and are sustainable.

This is an exciting initiative for the local Ugandan Startup Eco-system with the following objectives:

* To stimulate and foster technology entrepreneurship through the incubation and acceleration of 3 – 5 mobile and web businesses from idea to investment readiness for a period of three to six months
* To act as a focal point for tech community bringing together developers, entrepreneurs, mentors, advisors, venture capitalists
* To stimulate the development of locally relevant internet and mobile applications

**Application description**

Outbox is looking for a team player to join our passionate team and be part of our ambitious plans for 2013.

Demonstrated interest in technology, startups, entrepreneurship, venture capital, etc.

You should be willing to commit to the equivalent of a full time position for a three month time period and available days, evenings, or basically whenever needed. Schedule is flexible but a strong commitment is expected. Applicants should be able to jump in and complete any task quickly and effectively. You should be a jack-of-all-trades and have a varied skill set. We expect a great attitude, desire to learn and meet new people, lots of energy and enthusiasm. You should be scared of no task and be willing to take on any project, large or small.

**Job Purpose:** The Community manager will work closely with the program manager, assisting with the day-to-day operations of Outbox’s pre-incubation and incubation program that can range from scheduling mentoring sessions, training seminars, and any other activities. You will administer the hub activities too on a day-to-day basis. You will identify needs and prepare for any upcoming events, take meeting notes, set up office space for events. You may be required to assist the incubated companies with anything from research to business development work.

**Key Responsibilities:**

* Assisting Outbox in our incubation program, working with participating startups, scheduling mentoring sessions, training days among other activities.
* Events and event planning – Attending industry events in your city (often outside of 9 -5) and planning community events at Outbox
* Responsible for setting up and taking care of the office space
* Content creation: writing blog posts, articles, newsletters, material for social media channels.
* Customer relations – Responsible for customer support; answering questions as they come in and managing any online feedback forms
* Analytics – Using Google analytics and other measurement tools to provide report on metrics and continually find ways to improve those metrics through testing and new initiatives
* Any other duties as assigned by the Program Manager

**Requirements (Skills, Knowledge and Experience):**

* You love helping people and find it rewarding to solve people’s problems. Then you love to proactively use that experience to make the whole service better.
* You like working hard and thrive on the excitement of a goal oriented team
* You are an independent, creative self-starter who loves running with things while keeping everyone inside and outside the company in the loop.
* You love to write & enjoy sharing your ideas with others.
* You spend a lot of time online and stay up-do-date on new, fun things out there for web savvy users as well as regular people.
* You enjoy learning & are curious!
* You are organized and able to work on tasks to completion
* You hang around other tech community members and are an active participant in various tech community engagements

 **Minimum requirements**

* Final year student pursuing a Bachelor’s degree in a reputable institution of learning

Please note that this internship position pays in opportunities and not monetarily.

However, upon satisfactory performance after the 3-month period, there is the opportunity of employing the intern on a full-time position. There are lots of challenges you will conquer and access to a wide network.

We are interested in knowing why you want to be part of changing the fate of startups in Uganda, the reason as to why you are motivated and a good candidate