



Project Manager (Content and Partners)

Contract

Start: October 2020

ChangeNOW

Launched in September 2017, the ChangeNOW Summit is **the largest positive impact conference in the world** (www.changenow-summit.com).

For its third edition, in January 2020, the ChangeNOW Summit gathered **1000 solutions for the planet, 350 speakers and innovators** on stage and **28.000 participants coming from 100 countries**, under the emblematic glass dome of the **Grand Palais, in Paris**.

Our mission is to accelerate change towards a sustainable world, by driving resources and creating opportunities for impactful solutions to grow and scale.

To accomplish this mission, we create inspiring events and connect solutions, investors, corporations, media, skills, cities all around the planet.

Based on the 17 UN Sustainable Development Goals, ChangeNOW addresses topics such as sustainable cities and mobility, clean energy, food and water security, depollution of the oceans, education, circular economy, health and well-being, inclusion, biodiversity, etc.

To support our growth, we are looking for a **project manager** to support the teams in charge of the content and corporate relations.

Why join ChangeNOW?

Join our team of dreamers and doers, and benefit from a unique opportunity to:

- Be at the center of the vibrant and fast-growing ecosystem of positive impact, and develop your network with high level connections (corporates, thought leaders, investors...)
- Join a dynamic and committed team, and gain experience in an innovative and entrepreneurial environment
- Contribute to building a better world, and work on projects that make sense and have a positive impact on the planet and the society

Job description

Overview:

As a project manager, you will contribute to the success of the event and of our corporate partnerships by managing the content provided by our partners.

Our corporate partners have a strong role to play in the content we offer our participants.

They can provide content in different forms

- Speak on stage (giving a keynote or joining a round table discussion).
- Make an announcement, give an award,...
- Exhibit a solution in the world expo
- Pitch a solution
- Organise a side event
- Host a workshop
- ...

You will be in direct contact with our partners and liaising with

- The corporate partnerships team to ensure the success of the partnership
- The content/editorial team to confirm and include the content in the summit's program
- The communications team to confirm and share the content on our platforms

Missions:

- **Account Management:** in direct and frequent contact with our partners, you will be in charge of following the account, ensuring the success of the partnership, gathering the content the partner wishes to share/promote during the event (speakers, solutions, announcement)
- **Speaker Management:** you will be in charge of confirming the speaker and topic with our partner. Once confirmed you will schedule the talk (with the content team) and provide the speaker with all the necessary information (timing, format, moderator, set up,...)
- **Data processing and webmastering:** you will be responsible for updating our internal documents and the website with detailed information on the content shared by our partners
- **Reporting :** you will report on the partnership by monitoring the promotion of the content

Those missions might be adjusted.

Practical information:

- Contract
- Location: based in Paris (11th arrondissement)
- Starting date: October 2020
- Remuneration: according the candidate's profile

Requirements:

- Fluent in English
- Project and account management skills
- High-level attention to detail
- Autonomous, analytical & creative
- Ability to create content and to edit on basic softwares
- Webmastering experience would be a plus
- Team spirit
- Deep motivation to have a positive impact, and to change the world!

Please, send your resume and short motivation message in English to clemence@changenow-summit.com and cc. rose@changenow-summit.com and carolina@changenow-summit.com