

HUBUD

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UBUD

WE HAVE

BIG PLANS

Find out how you can be a part of them

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WHO ARE WE?

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1ST

COWORKING SPACE IN BALI

Hubud [Hub-in-Ubud] is the first coworking space in Bali, and we are one of the pioneers of the coworking & innovation movement in Indonesia. Our space is home to an interesting mix of digital nomads, techies, startup owners, creatives and changemakers from all around the world.

Called one of the world's top coworking spaces by CNBC, Hubud is consistently listed by many world-renowned publications (such as BBC, The Telegraph, New York Post, among many others) as well as Indonesia's leading media (The Jakarta Post, Jakarta Globe, Tempo, etc) as the prime destination for location-independent professionals looking for a glimpse into the future of work.



JOIN US AND CONNECT WITH INTERESTING PEOPLE FROM ALL AROUND THE WORLD!

Every month, more than 250 people from around the globe joins Hubud to work together and find ways to thrive.

Since 2013, our coworking space has attracted thousands of loyal followings from all around the globe. We are growing fast because we provide our members with something they can't get anywhere else: A place where talented creatives can work side by side successful entrepreneurs, economic development experts and software engineers. By facilitating meaningful human connections, we help our members grow, gain confidence, diversify and develop their projects.

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WE ARE GROWING

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We're hiring : Communication & Community Engagement Manager
Report to : Director
Start Date : ASAP
Location : Ubud, Bali.

WHAT IS IT ALL ABOUT?

The Communications Manager is responsible in becoming the voice of Hubud: Ubud Coworking and Community Space and engage with internal and external audiences.

This role requires a high level of creativity, attention to detail, project management skills, and love for the community. You will be in charge in creating content - online and offline - for Hubud, and be the person responsible for community awesomeness.

The Communications Manager will work closely with the Digital Marketing Manager and Event Manager to tell a compelling story about Hubud and its community, out into the world.

THE NITTY GRITTY: THIS IS WHAT THE JOB WILL INVOLVE:

Content Creation and Management

- Write, edit, and manage content for Hubud's social media channels; digital marketing collaterals ; research paper; podcast; blog posts; webinar; infographic; video script; guides; templates; etc.
- Manage Hubud's blog and podcasts: grow the subscriber base by providing them with regular, helpful content that's aligned with their needs and interests; identify contributors and ambassadors, schedule submissions, oversee editing (blog) and following through to publication/broadcast.
- Collaborate with designers, members, other team members, and external influencers and industry experts to produce relevant content that meets the needs of both key stakeholders and our audience.
- Lead research efforts in identifying new trends and relevant topics, and feed the content into podcasts, in-house blog articles, and other lead generation products.
- Coordinate presentation preparations, including speeches and talking points for Hubud's purposes.

Media Relations

- Manage Hubud's working relationship with media; grow and develop Hubud's media contacts and reach.
- Submit regular articles and/or newsworthy stories, or assist with solicitation for placement of news stories for Hubud's contributors and/or ambassadors.
- Develop media releases to gain maximum media attention for Hubud's events and community updates.
- Assist with media requests and responses, and responsible for coordination for any media-related event.

Community Engagement

- You will be involved with the rest of management engaging with and connecting the community.

YOU'RE THE RIGHT FIT, IF YOU...

- Love interacting with people, listening to their stories, and if you have an endearing passion to facilitate connection, collaboration, and friendship.
- Have a dual-minded approach: You're highly creative and an excellent writer, but you can also be process-driven, think scale, and rely on data to make decisions.
- Have great writing and editing skills, as well as the ability to adopt the style, tone, and voice of our business' various types of content.
- Have experience in building audiences either online or offline, and you have channel-specific knowledge (social media tools, Mailchimp, etc).
- Have past experience in media relations.
- Working within a small (but awesome) team structure, you are comfortable with a high degree of independence.
- Are an **Indonesian national**, with bilingual (English) proficiency and multicultural adaptability.

MANAGEMENT ARRANGEMENTS:

You will be based at Hubud, in Ubud, Bali.

You will have full access to the space, including to our events and community. The people that operate at Hubud are extremely bright, motivated individuals at the forefront of location independence and online entrepreneurialism, and you'll meet and be mentored by some of the top brains on the island.

Regular hours will be **9am to 6pm, 5 days a week**, but time-flexibility is required.

To apply:

1) Send us your CV (no longer than 2 pages, please) and a short cover letter explaining why you think you would be an amazing fit for this job, and why this is the most exciting job you have seen in the last 6 months (hint: If it is not, it probably is not for you).

2) Create a one-minute-video introducing yourself and why you would like to join our team, and include this video in your application email. No video, no interview.

Please write: "I celebrate community wins and I live to tell the stories" in the email subject header and send it to jobs@hubud.org.

