Innovate@BU Greenhorn Editor (Student)

Greenhorn Connect is a Boston-wide online community calendar for startup and innovation enthusiasts - with a special emphasis on college students. Currently managed by The Capital Network, Greenhorn Connect is now under the management of Innovate@BU.

The new Greenhorn Editor position at Innovate@BU is a rare opportunity for a student to get first hand experience growing and leading an innovative city-wide event directory. Reporting to the Assistant Director of Admin and Operations, the Innovate@BU Greenhorn Editor will serve as the point person for the website management of Greenhorn connect. The Editor will have creative license to revamp the look of the master calendar and the content of the newsletter. The Editor will be supported by BUild Lab student interns.

The Editor will also work with the Director of External Affairs and the Marketing and Communications Manager on brand development and other items as needed. The successful candidate should plan to spend between 10-15 hours per week on this role and this is a 6 month position with opportunity for renewal.

What You Will Do:

- Oversee the management of the Greenhorn events calendar and website
- Create weekly newsletters of events for current subscribers and build upon that list to increase subscriptions
- Manage all social media (Facebook, Instagram & Twitter) for Greenhorn connect
- Create a weekly spotlights of resources and startups linked to universities
- Conduct outreach to Boston area universities and Entrepreneurial clubs to grow Greenhorn content & readership

What You Bring to the Table - You are:

- A BU grad or undergrad student, preferably a Communications Major or similar field
- Enthusiastic about the Boston Startup & Innovation world
- Knowledgeable about different colleges and their innovation groups
- A creative thinker – generating new ideas and innovative solutions to problems and getting those around you excited by these ideas.
- Wordpress and media experience would be beneficial
- Technology savvy with an eye for continually improving the customer experience.
- Fluent in social media tools & online event management tools including but not limited to: Facebook, Twitter, Instagram, Eventbrite, MeetUp.com & others.
- Decisive, adaptable, results-driven.
- A good team player who can also be a self-starter

Interested applicants should submit a resume & cover letter to Lisa Lavina at lrlavina@bu.edu by October 30, 2018.