

Community Coordinator

FeverBee is recruiting for a Community Coordinator to help in the daily running of our expanding services. This is an entry-level position and would be suitable for a recent graduate who is passionate about online communities.

If you are a doer by nature, if you can work independently, and if you're truly passionate about a career in communities, this might be the perfect position for you.

Previous experience of working as part of an online community team helps, but isn't essential.

This is a home-based role but the successful applicant must be UK based.

Key Tasks

- Helping clients run and manage communities
- Contacting guest speakers and organizing webinars
- Creating community resources
- Supporting FeverBee's Professional Community Management Course
- Research on community related events and news
- Building relationships with community professionals
- General administration duties

The Perks

- **Full training in communities and community development** (with certification). We'll train you to be a leading expert in this field.
- **Work from home and with flexible hours.** You decide what hours you work (with agreed results to achieve). You can have a job and a life. You can go to the gym or meet friends in the afternoon, work the hours you feel most productive, and swap days as you see fit.
- **Access to our virtual assistants.** You can keep the mundane, repetitive, tasks off your desk and free up your time to focus on your key goals.

For further information about this role or to apply, please contact breda@feverbee.com with your CV and links to any related community experience (if applicable).