



Content coordinator mymaastricht.nl

Are you a communicative, solution-oriented and reliable person that is looking for the perfect job next to your studies? Then **mymaastricht.nl** is looking for you as their new content coordinator!

mymaastricht.nl is an online information portal providing support to young internationals and students in Maastricht. Our content is all in English and covers Health, Transport, Housing and Finances as well as Sports, Media and Community in Maastricht. We work with and are supported by the University, ZUYD and the Gemeente to help give students the best start to their life in the city.

We are looking for a new content coordinator as of August 2022. mymaastricht.nl can offer you flexible working hours (approx. 10 hours a week) in a young and enthusiastic work environment.

mymaastricht.nl is part of Maastricht University's Student Service Centre, and you will meet and collaborate with the teams from Match, the HuurTeam ZL, the Student Initiative Helpdesk, Kaleido or the Student Project

Do you see yourself in the following requirements? Then this is the job for you!

- You are interested in website management
- You have a high English proficiency in both speaking and writing
- You value feedback and consider yourself a good communicator
- You lived in Maastricht for at least one year and consider your knowledge of rules and regulations in Maastricht and the Netherlands as good
- You are always looking to learn and improve
- You have good time management and a high sense of responsibility
- You are comfortable presenting to large groups of students
- You are able to research things and enjoy to reformulize them in clear and simple English for a varied audience





As content coordinator, you will be responsible for the validity and management of the content on our website. You will write texts and administer our databases, providing you with a great overview about student life in Maastricht and the opportunity to help international students. You will learn new skills, give presentations at faculties and intro days, and gather team work experience. This is a unique chance for you to take on responsibility and be creative whilst making an impact on the lives of international students in Maastricht. The decisions you make will directly affect the website's future!

In a nutshell, you will:

- manage our website's content on Wordpress, Notion and Google Drive
- keep track and implement received feedback on our content
- Re-evaluate our content and conduct research for updated legislation
- Manage our databases
- communicate with our partners
- organise and visit events to promote and network

Period: 01/08/2022 – 31/12/2023 - up to a maximum of 3 years

Hours per week: Flexible, but between 8 and 12 hours per week depending on the period of the academic year

Wage: Standard InterUM wage for your age range (for age 21+, this would be 14,03 Euro per hour) as well as varies boni such as team events

Interested?

Then send your CV and motivation letter to info@mymaastricht.nl no later than **26.06.2022, 23.59h**

