

The World Economic Forum USA is an independent international organization committed to improving the state of the world by engaging industry leaders in partnerships to shape global, regional and industry agendas.

Incorporated as a non-profit business league (approved §501(c)6 of the IRS code) and based in New York, the World Economic Forum USA is impartial and not-for-profit; it is tied to no political, partisan or national interests. It is the North American affiliate of the World Economic Forum, a non-profit foundation based in Geneva, Switzerland, under the supervision of the Swiss Federal Government.

As a result of the successful growth of our organization, we are now searching for:

Media, Entertainment & Information Industries Community Manager

You will provide support and membership services to the Media, Entertainment & Information (MEI) industry sector. You will act as the primary interface between our organization and key industry sector contacts including CEOs, corporate senior executives and subject matter experts to coordinate their involvement in events and their engagement in task forces and initiatives. You will manage a project, with the support of academic and professional partners, with concrete deliverables under tight deadlines.

You will contribute to the development of an appealing “value proposition” for the relevant industry community. This includes developing expertise in the MEI industry issues to create meaningful content for MEI Members and Partners, coordinate potential initiatives and support the related global agenda councils.

You will join the Forum as part of our Global Leadership Fellows Programme (www.weforum.org/glf). As such, you will be fully integrated in the World Economic Forum and benefit from an intensive work and learning experience intended to develop and train future leaders of global enterprises and international organizations. The Global Leadership Programme is designed by the World Economic Forum in collaboration with its worldwide network of distinguished experts and leaders.

We expect you to exhibit demonstrated leadership capabilities; excellence in the field of business; and a proven interest in global affairs. You will have the ability and willingness to serve Members and colleagues and the ability to work in a team (virtual team in the specific). This is essential at the Forum and within the MEI team in particular. You will possess a broad intellectual background with a Masters degree from a leading university, a minimum of three (3) years of work experience in the media & entertainment industry, or relevant business services and knowledge of digital media. You have outstanding project management skills and demonstrated project management experience. You must demonstrate research, organizational, meeting and presentation skills. You must have familiarity with MS Office; Web publishing is a plus. You should have a strong command of English and ideally at least one other language.

Please apply by e-mailing your resume and cover letter to
usahr@weforum.org