

We are looking for a dynamic, outgoing and entrepreneurial

Hospitality & events Coordinator

(100%, paid internship - bilingual French/English)

Starting date: March 18th 2019

About Impact Hub Geneva

Situated in the heart of the city, Impact Hub Geneva provides a 'home', as well as supporting services for innovators and entrepreneurs that come together to prototype new models for a society that works for all. We offer access to an inspiring work space, a vibrant learning community, innovation and acceleration programs, inspiring events and expert workshops and trainings. We are the largest global innovation network worldwide with over 17'000+ members in 100+ Impact Hubs worldwide.

Why we need you?

Impact Hub Geneva has grown continuously over the past year with sales and workforce more than doubled. Our goal is to continue to grow but also maintain a high quality service. As the *Hospitality & events Coordinator* you will help us achieving this goal.

The position

You will work within our Inspire & Connect (*Community, space & events*) team where you will be a central contact person around public activities at the Hub and operate independently in the following areas:

i) Hospitality

Creating an inspiring experience for everyone coming to the Hub and managing the logistics related to:

- The physical space
- Maintain and improve the venue in order to keep it inspirational, creative, professional, welcoming, and functional
- Infrastructure (IT, furnitures, plants etc.)
- Food and office supplies
- Set-up for events (together with events organizers)
- Coordination of catering services
- Our weekly community activities together with our *Community Catalyst* (Les quatre-heures, sexy pasta etc.).

ii) Events

Selling, organizing and coordinating space bookings and inspiring events by taking care of:

- Space bookings and public events
- Pro-actively promoting the venue
- Communicating with current & potential 'space bookers'
- Creating inspiring events for the public (incl. our members' community)
- Positioning the Hub via partnerships and pro-bono events

The position is a full time internship with a basic salary of 1500CHF for the first 6 months. Thereafter this position will prospectively evolve into a full-time position (CDI).

Who are you?

- You are fast-learning, proactive and aligned with the mission and purpose of the Impact Hub.
- Empathic and communicative personality: fluent in French and English, spoken and written.
- You have professional experience in a similar area of responsibility, with a pragmatic and solution-oriented mindset.
- You have no problem with irregular working hours and on important occasions you are on the spot.
- You enjoy the challenges of joining a dynamic start-up and are aware of what this entails (both the pros and cons).
- A degree in hospitality management (e.g. EHG, EHL...) is a plus.

Why should you do it?

Working at Impact Hub Geneva means being part of a dynamic team and a rapidly-growing entrepreneurial community with tight links to an international network of Impact Hubs. At Impact Hub Geneva we are bringing together local, national and international 'change agents' from all sectors, which means you will be able to connect with a diversity of people and profiles unrivalled by any other space in the city. We are a start-up which means that we like to work hard AND have fun together! It also means that we are still learning, prototyping and failing forward and that you will enjoy a lot of autonomy with many opportunities for developing and taking on more responsibility quickly.

Are you interested?

Please apply by sending an email to booking.geneva@impacthub.ch with the subject line "Hospitality & events Coordinator" before 28th February 2019 (deadline) incl. the following: CV, application (selfie-) video of 5-minutes where you explain why Impact Hub Geneva and you in this job role are a great match. In-person interviews will take place between 1st March-15th March. If you have any questions on the position or the application process we are also available to answer them. Applicants are required to hold a relevant work permit.