

We are looking for a dynamic, outgoing and entrepreneurial

Hospitality & Events Coordinator

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

Starting date: 12th August 2019 (or earlier according to agreement)

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 with over 16'000+ members in 100+ Impact Hubs worldwide.

Why do 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, maintaining a high quality service, as well as to develop new processes to achieve our vision. As the *Hospitality & Event Lead* you will help us achieving this goal.

The position

You will work within our *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:

- Managing the physical space in coordination with our Hubonauts team
- Coordinating the Hubonauts team of circa 23 people
- Maintaining and improving the venue in order to keep it inspirational, professional, welcoming, and functional
- Managing F&B and office supplies
- Logistic organization of external events (together with events organizers)
- Coordination of internal event together with our Community Catalyst and Programs Team
- Coordination of catering services (with our Hubonauts team)

ii) Events

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

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

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 ines.perczynski@impacthub.ch with the subject line "Hospitality & Events Coordinator" before **31st July (deadline)** incl. the following: CV and a application (selfie-) video of 3 minutes where you explain why Impact Hub Geneva and you in this job role are a great match.

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.