



JOB DESCRIPTION AND ACCOUNTABILITIES

Facilities and Events Coordinator - Geelong

Role:

The Facilities and Events Coordinator role is to provide a support for the members of our business and Startup community in the Geelong space.

This role is for part-time permanent employment based on a 22.5 hour week. Core hours are 9am to 5:30pm with some flexibility required for attendance at events. Potential to move into full-time for the right candidate.

Reports to:

Community Engagement Manager

Team size:

N/A

Key Accountabilities		
Accountability	Description	% time allocation
Tenant Management	<ul style="list-style-type: none"> ▪ Manage the needs and expectations of potential, new and existing tenants for the Geelong facility ▪ Work closely with the team regarding any concerns or opportunities ▪ Replenishment of consumables at the Geelong facility ▪ Completion and follow up of expiring lease and membership agreements for Geelong ▪ Maintain emergency contact details for Geelong ▪ Ensure policies and procedures are current and filed correctly 	30%
Building Maintenance	<ul style="list-style-type: none"> ▪ Manage building maintenance for the Geelong facility ▪ Be the Runway Safety Representative for the Geelong facility 	15%
Event Support	<ul style="list-style-type: none"> ▪ Engage tenants/members to participate in our hosted events ▪ On the ground point of contact for both internal and external events at Geelong as needed and occasionally in Ballarat or other nominated locations ▪ Seek opportunities to partner on events and/or sponsors of our events ▪ Work closely with the Runway team to coordinate, schedule and resource workplans for our events ▪ Provide support in planning and management of the logistics for each event 	20%
General Community Liaison	<ul style="list-style-type: none"> ▪ Be the face and go-to person for the Geelong community ▪ Manage enquiries about the space for Geelong ▪ Meet and greet all visitors to the Geelong space ▪ Provide tours and introductions to the Geelong space both informal and formal ▪ Receive and distribute mail 	20%
Office RnD Administration	<ul style="list-style-type: none"> ▪ Become proficient in the use our Office Management System – Office RnD ▪ Ensure data is up to date in Office RnD for all members ▪ Manage bookings ▪ Engage in communication with our tenants/members via the Office RnD Members portal ▪ Ensure that all events are posted on the Office RnD Members portal ▪ Seek opportunities to improve processes and user experience 	15%

Qualifications

- Relevant experience working in co-working, hospitality, or customer service

Selection Criteria

- Experience working in small multi-functional teams, must have a will/can do attitude and always willing to pitch in
- Relationship management
- Ability to travel between the Geelong and Ballarat facilities as needed
- Strong interpersonal skills
- Flexibility to work outside core business hours

Other desirable skills, knowledge, attributes and personal qualities

- Strong IT skills and experience with software packages such as the Microsoft suite of tools
- Ability to achieve deadlines
- Ability to work under pressure
- Ability to communicate across the Runway community
- Ability to work autonomously and part of a team
- Willingness to be hands-on
- Personable and approachable
- Flexibility to adapt to changing situations

Runway's guiding principles

Runway believes that our people are core to vision and purpose. As such, the way we work internally and collaborate externally is important in the culture we wish to cultivate. The following is our guiding principles in which we operate and qualities we look for in the people we hire.

Create Energy – Believe In Yourself, Back Yourself

Be confident, open and speak your mind. Interact with others and share your thoughts whilst also being aware of how your actions impact others.

Demonstrate Courage – Lead By Example

Know when it is appropriate to lead and when to follow. Be action-orientated and learn by doing. Take calculated risks and be prepared to fail or be proven wrong.

Adopt A Pioneering Mindset – Explore New Possibilities

Seek out new information in unfamiliar places and ask insightful questions. Use your initiative and show fearlessness in the face of the unknown.

Be Collaborative – Always Be Curious And Learn

Seek out opportunities to share your expertise and have an authentic desire to work with others to get to where we all need to be.

Be Inclusive – Give Everyone A Fair Go

Include others in dialogue and treat everyone with respect. Make decisions based on the greater good. Be aware of personal biases and listen and consider all options. Be welcoming, accessible and accepting of diversity.