

Community Manager – in Ljubljana

We are looking for a highly organized and charismatic individual for the role of ABC Hub Manager, overseeing all aspects of the workspace operations including a program of ongoing events. On top of the duties you would expect of a Hub manager, a proactive interest in the startup scene along with a vocal enthusiasm is essential.

The Hub Manager will help us grow the community by creating a great member experience while executing sales and operational tasks with excellence. This is an excellent opportunity to take ownership and responsibility of a mission-driven business with the complete support and experience of the best startup accelerators in the region.

Responsibilities:

- Creating a friendly environment to facilitate high member satisfaction
- Building a healthy ecosystem in the coworking space
- Maintaining full occupancy of the creative workspaces
- Fostering a sense of inclusivity where fresh ideas are welcome
- Plan and launch community initiatives to create connections between members of different organizations and attract startup community members. This might include targeted member introductions, recommending possible mentor matches, running networking events, and managing communications
- Overseeing new member onboarding and member moves out of the space
- Resolving issues between members quickly and in a manner that diffuses tension
- Building a quarterly calendar of coworking events that engages all startup community
- Presenting our community professionally
- Engaging with the local community by attending relevant events they are hosting
- Managing the allotted budget
- Be responsible for setting and achieving sales objectives, occupancy rates, and pricing
- Making recommendations to COO about new features or perks that will entice members
- Be aware of local laws and regulations as they pertain to member

- safety and emergency preparedness
- Ensuring cleaning is conducted to spec
- Taking care of maintaining the workspace
- Maintaining a positive relationship with key vendors
- Conducting regular meetings with the entire team to ensure members are aligned on key initiatives and performance goals
- Leading social media campaigns

Requirements:

At least 1 year of experience with increasing responsibility in either a sales or customer service role

Technically capable

Able to understand and work with the variety of hardware and software applications that our space depends on

Experience managing social media campaigns

Experience with written content generation in a business environment and basic graphic design skills are a plus

Good understanding of Slovenian entrepreneurial community

Passionate about building a one of a kind startup community

Fluent in English and Slovenian. The ability to speak the additional language is a plus

High-level ethics, empathy, and dependability

Exceptional attention to detail

Willingness and ability to work collaboratively across teams as needed

Compensation and benefits:

Possible permanent contract after the probation period or s.p.

Flexible working hours

Learn experience in startup growth

Applications:

Email to: Grega at abc-accelerator.com

Subject: HR – Hub -[your name]

Attachment: CV