

Community Hub Coordinator

Community Hub Coordinator (PERMANENT – 1 FTE)

The YW Community Hub Coordinator is part of a dynamic and active team of creative out-of-the-box thinkers. You will be responsible for ensuring the new YW Fitness Centre, Community Kitchen and Community Rooms are utilized, busy and revenue generating. This role will work collaboratively with YW Marketing & Communications team to actively drive fitness memberships as well as kitchen and community room leases and rentals.

As the successful applicant for this role, you will possess exceptional organization and planning skills and have a good understanding of new business development, social enterprise and facility operations. This role also requires that you have the professional poise and confidence to interact with multiple internal and external audiences

WHAT MOVES YOU

- A strong flair for connecting with people and providing exceptional customer service
- A self-starter, flexing your creativity and being actively involved in organizing and planning
- Working with an awesome team that gets things done AND enjoys the journey

WHAT YOU'LL DO

- Collaboratively generate and implement innovative ideas to bring new business opportunities and drive usage of YW Community Hub – YW Fitness memberships, Community Kitchen lease/rentals, Community Room rentals.
- Promote YW Fitness memberships to YW teams, neighbours, partner organizations and areas of Calgary where our location is convenient.
- Network, secure and complete lease agreements with commercial clients for the YW Community Kitchen.
- Demonstrate and model exceptional customer service and community relations for all YW Community Hub staff and volunteers

WHAT YOU'VE DONE

- Post-secondary education in business development, sales, marketing or facility operations
- 1-5 years' experience in customer relations, recreation or sales/marketing roles
- Excellent business acumen
- Sales experience an asset
- Exceptional customer service, interpersonal and presentation skills
- Able to work varied hours/days as needed
- Good understanding of fitness facilities, business operations and scheduling tools
- Exceptional written and verbal communication skills.
- Passion for YW mission and vision and community impact

If you want to work to change lives, we want to meet you.

Competition Number: **2019040**

Due Date: **May 3, 2019**

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to careers@ywcalgary.ca