

SPACE AND HOSTING MANAGER (f/m/d)



Who we are:

Our mission is to support people on their journey of prototyping business for positive change through community, entrepreneurship, and innovation. As Hamburg's home for impact, we are building a Community of purpose-driven people, provide an inspiring space for coworking and offer innovative content through workshops, events and programs.

Who we are looking for:

Do you want to make a positive impact by creating an inspiring surrounding for changemakers? Are you passionate about connecting and supporting our community during the daily business? Then we might be looking for you!

As a Space and Hosting Manager you are the lead of making our members and guests at the Impact Hub Hamburg feel (better than) at home.

You coordinate the daily hosting of our community and events, as well as ensuring that room bookings and visitors are well taken care of. Making people feel welcomed is easy for you as well as conveying the message of Impact Hub Hamburg to visitors (in fluent English or native speaking level in German), combining your passion for impact and community. On top you love creating an open and collaborative atmosphere where people feel encouraged to connect.

With your structured way of thinking you are organizing the logistics and admin activities to keep the space running smoothly. At the same time, your eye for detail is always open to give our space the special touch. Thanks to your hands-on mentality (as well literally with basic crafting skills) you like to be proactively involved in improving the space experience for everyone, entailing the quality management of both space and people hosting. You have fun creating new ways of doing things, where guidelines or processes are not yet defined.

With your experience in leading and delegating people you know how to be the main contact point for our hosting volunteers. You feel comfortable in a fluid and evolving startup environment, where proactivity and flexibility to adjust based on needs are key.

All in all, you keep our impact ship functional, running, and beautiful to keep not only the coffee but the impact flow, too.

What we offer you:

As a Space and Hosting Manager, you will

- Get a position with purpose in a growing impact startup,
- Become Part of the world's largest network of Impact Entrepreneurship,
- Work in an international, self-organized context (e.g co-creation, TEAL principles),
- Benefit from personal and professional development and the freedom for experimentation (e.g. driving your own impact initiatives),
- Create something that combines impact, innovation and fun.

Sounds like a perfect fit?

Please send us your application by latest June 5th. We're asking you to send

- A short CV
- A short text or video answering these two questions:
 - How would you make the Impact Hub space an inspiring, well-functioning environment with your professional and hands-on skills?
 - Why do you enjoy working with people and make them feel at home?

We are looking forward to getting to know you!

Quick Facts

Location – Impact Hub Hamburg, Große Bergstraße 160, Altona

Start Date – Immediately or 1st of July

Type – Full time

Application – Please send your short CV and the video/text to Jose Saldana (jose.saldana@impacthub.net)

Application Deadline – 5th of June

Information – hamburg.impacthub.net/,
[Facebook](#), [Instagram](#), [LinkedIn](#)
