



SOCIAL COORDINATOR

CoWorks by Elevate was built by a local team of two real estate developers who understand the need for professional, affordable and well-equipped office space in Metro Vancouver. CoWorks provides all the perks of a private office without the hassle of managing it. Equipped with full-time reception, private offices, meeting rooms, event spaces and work stations, CoWorks is the perfect office space for boutique- and owner/operator-run businesses.

As we are in a period of rapid growth, all employees of CoWorks must demonstrate resilience, integrity, flexibility, innovation and teamwork.

THE POSITION

Reporting to the Director, CoWorks' Social Coordinator will be responsible for all social event bookings within all locations including classes, training sessions, information sessions, networking events, private and corporate functions.

To be successful as a Social Coordinator, you should have a passionate, energetic and out-going personality, as this is also a customer service role. You should be able to drive sales through networking and prospecting, while streamlining event operations. Multitasking and stress management skills are essential for this position. This role does require working shifts and working at different locations throughout the suburbs, so flexibility is a must.

Ultimately, a Social Coordinator's duties and responsibilities are to book our social events calendar, fill the seats of our hosted events and to execute all events to the highest quality standards.

ROLES & RESPONSIBILITIES

- Book all Social Events at all locations
- Fill and maximize all seats for all hosted Social Events at all locations through prospecting, marketing and networking channels
- Attend and ensure flawless execution of all Social Events at all locations
- Attend community networking functions in different cities throughout the suburbs

- Performing sales calls to existing clients to encourage new bookings and sales calls to potential clients to capture new business opportunities
- Provide basic and accurate information in-person and via phone/email
- Meet with clients to determine specific needs and expectations and communicate these accurately and in a timely manner to all vendors to ensure successful execution
- Maintain meeting room booking calendar with Social Events at all locations
- Monitoring email inbox and responding accordingly
- Liaise with colleagues and vendors to coordinate all event logistics
- Working with social media team to capture all avenues marketing for our Social Events

KEY COMPETENCIES

- Pleasant, outgoing, customer service attitude
- Strong organizational and planning skills
- Exceptional communication skills
- Information gathering and monitoring skills
- Strategic and analytical thinking
- Problem analysis and problem-solving skills
- Judgement and decision-making ability
- Initiative
- Confidentiality
- Team member
- Attention to detail and accuracy
- Adaptability and flexibility
- Open to feedback
- Proven negotiation and closing skills
- Ability to develop relationships quickly and effectively

REQUIREMENTS

- 3+ years of event planning and prospecting experience
- Flexibility to work shift work including evenings and weekends
- Working from all CoWorks by Elevate locations throughout the suburbs
 - Currently Port Coquitlam and Langley, Mission on its way and numerous in between to come
- Holds a valid driver's license with access to a vehicle
- Working knowledge of social media
- Excellent knowledge of MS Office 365
 - Proficient in Microsoft Excel, with proven abilities in creating and managing spreadsheets
 - Proficient in Adobe Acrobat Professional

- Proficient in Microsoft Outlook
- Proficiency in English
- Professional attitude and appearance
- Ability to perform account reconciliations with a high degree of accuracy
- Exemplary planning and time-management skills
- Up-to-date with advancements in office gadgets and applications
- Ability to multitask and prioritize workload and projects assigned
- Exceptional verbal and written communication skills
- Discretion and confidentiality
- Post secondary degree would be considered an asset

COMPANY BENEFITS

CoWorks offers a competitive salary. In addition, there is growth opportunity within the company and a supportive environment for your personal and professional development.