

PROGRAMMING COORDINATOR

THE ASSEMBLAGE

COMPANY NAME	THE ASSEMBLAGE	EMPLOYMENT TYPE	FULL-TIME
LOCATION	John Street	JOB TITLE	Programming Coordinator
DEPARTMENT	Programming	REPORTING STRUCTURE	Programming Manager

Who We Are

The Assemblage is a community providing co-working, co-living, social and event spaces for individuals interested in personal development, transformation, and interconnectedness.

Please peruse the website below to explore our brand and ethos. Ultimately, we are a community, with homes both tangible and cultural. The Assemblage NoMad and The Assemblage John Street are the first physical manifestations of this community, where our members can develop themselves professionally and personally.

We are extremely passionate about our project, our mission and our ethos. We seek candidates who can bring their unique perspective to this distinctive opportunity.

www.theassemblage.com

Kokua Hospitality is a national hotel and resort management company affiliated with The Chartres Lodging Group. With home bases in San Francisco and Chicago, we manage properties throughout Hawaii, Napa, San Francisco, Chicago, Houston, and New York City. The word "kokua" is Hawaiian for "to serve, assist, cooperate and pursue knowledge." Kokua Hospitality manages operations for The Assemblage and is facilitating the creation and development of this unique community.

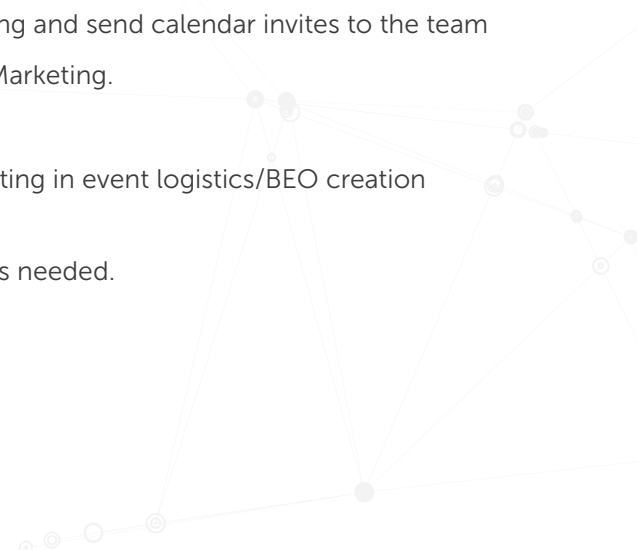
www.kokuahospitality.com

Programming Coordinator Mission Statement

The Programming Coordinator is responsible for assisting the Programming Manager in administrative and operational aspects of daytime and evening programming. This position will be the liaison between the Programming Manager and the production team. A successful candidate will be self-motivated, extremely organized and be able to manage the information and logistics of multiple internal events and initiatives simultaneously.

Essential Responsibilities

- Update internal and external calendars for daily and evening programs. (iPads, Outlook, etc.)
- Update information and organization of various project management tools
- Manage daily wellness practitioners and their class schedule.
- Onboard and submit membership forms for new practitioners (as approved by PM).
- Manage room bookings for daily and evening programs. (Nexeudus/Tripleseat)
- Communicate daily/evening programming initiatives & changes to relevant departments.
- Scan and archive invoices.
- Set up internal calendar each month for daily and evening programming and send calendar invites to the team
- Follow up and confirm on the execution of event page creation with Marketing.
- Assist in the creation and finalization of event pages as needed.
- Oversee smaller / recurring programming production as needed (assisting in event logistics/BEO creation for these events/ onsite support).
- Assist Production team in execution of programs when extra support is needed.



Qualifications

- 1– 3 years relevant experience
- Detail oriented individual with excellent project management and organizational skills
- Superior verbal and written communication skills
- Self-motivated individual with the ability to multi-task under minimal supervision and prioritize tasks
- Ability to work within strict deadlines and high stress situations
- Proactive individual with the ability to foresee complications and problem solve accordingly
- High level of commitment to quality work, integrity and compliance
- Proven track record of exceptional customer service skills and a commitment to the Assemblage ethos
- Team player with the ability to work with many different personalities
- Flexible mindset with ability to anticipate and support changes in our business
- Conformity to the highest standards of personal integrity and ethical behavior
- Excellent overall computer skills with Proficiency in Microsoft Word, Microsoft Excel and PowerPoint.
- (Bonus) Proficiency and/or familiarity with Asana, Splash, Tripleseat, Nexodus, Box, Slack

Benefits

- Paid holidays and personal time off (PTO)
- Excellent benefits upon your second month of employment including medical, dental, vision, EAP, and 401K
- Technology and expense reimbursements
- The Assemblage Membership program

Equal Opportunity Statement

The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage operated by Kokua Hospitality is an equal opportunity employer. Kokua does not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.

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