

BASIS Vinschgau Venosta is a hub for innovation and entrepreneurship, offering services in business, education, culture, and social initiatives. Our mission is to promote regional development through projects, networks, consulting, and events. Acting as a platform for exchange and community, we cultivate a creative and entrepreneurial environment that fosters collaboration, shares expertise, and drives innovation.

We are hiring as of now!

COMMUNITY CARE & HOSTING

Part-time (50-70%), all genders

Your Responsibilities:

- Build and support the local community, promoting interaction and networking between members and guests
- Act as the primary contact for the community, offering assistance and advice
- Coordinate, support, and manage volunteers across various activities
- Host and support external rentals, ensuring smooth operations during events and rentals
- Provide proactive 360° (guest) care, fostering a positive and inclusive environment for all guests, partners, and on-site individuals
- Cultivate an inspiring and appreciative atmosphere
- Support the development of a positive team spirit
- Develop new initiatives, formats, or events for the community
- Plan and organize community events, such as coworker meetups, community lunches, and more
- Oversee, shape, and manage internal communication channels
- Work closely with the facilities and communications departments
- Adapt flexibly to challenges and new requirements

We are looking for:

- Strong social skills and emotional intelligence
- Empathy and the ability to engage with and inspire diverse individuals
- An extroverted, approachable, and inclusive personality
- Passion for relationship-building and engaging all stakeholders
- Interest in co-working, social innovation, and creative processes
- Enthusiasm for contributing ideas and actively shaping projects
- Flexibility and willingness to take on new tasks
- Experience in guest care, community management, or related fields is an advantage
- Organizational skills, a solutions-oriented approach, and the ability to coordinate multiple tasks
- Strong communication skills and enjoyment of working with people
- Proficiency with office software
- Fluency in German and English (both written and spoken), good knowledge of Italian
- Structured approach to work, with excellent coordination and communication abilities
- Good time management skills
- Open-minded, self-reliant, and responsible working style
- Team spirit, engagement, and initiative

We Offer

- A diverse range of tasks and a dynamic team
- A creative work environment with plenty of room for personal initiative
- Free entry to events at the KASINO and BASIS
- Option to work from coworking spaces in Mals or Naturns

- Flat hierarchies and an open organizational culture
- Opportunities for growth, development, and further training
- Flexible working models with competitive conditions
- Participation in international conferences and networking events
- Access to international connections and a broad network

How to Apply

Please submit your application, including a cover letter and CV, by January 19, 2025, to:
Hannes Götsch, BASIS Vinschgau Venosta

hoi@basis.space