

Tunisian Center for Social Entrepreneurship

We are hiring!

Space Manager (Tunis)

TCSE, Tunisian Center for Social Entrepreneurship, a national organization based in Tunis and working on Social Entrepreneurship is recruiting a Space Manager for its innovation space LINGARE in Tunis.

Duties and responsibilities:

The Space Manager will report directly to the Executive Director and the Program Manager. She/he will be responsible for the Space Management and Administration of LINGARE Tunis, in addition to all communications, public relations, social media, events and content creation promoting LINGARE.

Roles and responsibilities include:

1. Logistics

- Find a suitable space for Tunis Innovation hub - in consultation with TCSE Tunis team
- Coordinate furniture purchases and necessary renovations
- Coordinate preparation of space to be opened and functional by November 2017

2. Managing the space in a fun and responsible way

- Ensure space is clean, neat and in good condition at all times
- Manage reservations and space calendar
- Responsible for logistical arrangements and needs

3. Administration and finance

- Reporting
- Managing incomes and payments
- Stock management
- Filing and archiving
- General administration and finance

4. Community building and management

- Customer relations (with coworkers, associations, other)
- Keep database of community members, their uses and needs

5. Activity/program implementation

- Maintain activity calendar/plan
- Make logistical arrangements for activities
- Ensure necessary communication on activities
- Coordinate with relevant parties to ensure successful implementation of activities
- Conduct reporting

6. Business development

- Develop strategic logistical partnerships
- Promote space to businesses and associations for use

7. Communication

- Social media engagement for Lingare
- Promotion of activities and events (online, posters, visits, etc)
- Liaise with local media to promote space
- Content creation to promote community, space and its activities

The TCSE expects the Space Manager to:

- Have an outstanding personality to successfully manage the relationships with all team members and establish a network
- Have an interest in Entrepreneurship and specially social Entrepreneurship
- Ensure that LINGARE is a sustainable project (cost structure, outcomes, impact, community...)
- Deliver tasks on time, within scope and within budget
- Is organised and can work well under pressure
- Proactive and engages with the community
- Is responsible and communicates clearly with team
- Is able to take constructive criticism and provide relevant feedback

Qualifications and required skills

- Undergraduate degree in communication, marketing, advertising, public relations, media studies, management.
- Excellent communication skills.
- Excellent verbal, written and presentations skills in English, French and Arabic
- Working knowledge of English
- Empathic attitude, helpful
- Well organized, proactive, responsible
- Sensitive to cultural diversity
- Excellent Computer literacy (Microsoft Office, Canva, etc)

Experience: 2 to 3 years of experience in administration, community management, managing social media platforms, event organization

Work conditions: Innovation hub in Tunis. Working days can include weekends.

Working language: French, English and Arabic

Location: Tunis + Mobility in some regions (Mahdia, Sidi Bouzid, Kasserine...).

Duration: 2 years (CDD). **To start working by 01 October 2017.**

How to apply? Send your CV and motivation letter to hr@lingare.org by 24 September 2017, Tunis time at 23.59 p.m. Interview dates scheduled for 27 and 28 September 2017 in TUNIS – between 8 a.m to 2.30 p.m. Please indicate the following information in the subject of the email of your candidacy: [Candidacy for Space manager - Tunis] [Name].