

Job Description

Job Title:	Facilities & Events Coordinator – Evenings and Weekends
FLSA Status:	Part-time/Non-Exempt; potential to transition to Full-Time/Exempt
Department:	Operations
Reports To:	Director of Operations
Location:	Rung St. Louis
Schedule:	Monday – Thursday 2:00 pm to 8:30 pm; 2 nd Friday of the month; 2 nd and 4 th Saturdays
Salary Range:	\$25.50 per hour

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2024, Rung will focus on career pathways in the technology and advanced manufacturing industries. Rung for Women partners with employers and training providers who offer a fast-track to a new career through short-term industry-specific training, on-the-job training, and/or apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 500 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung for Women’s model provides a focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women’s personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung’s vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: We're looking for someone who has a passion for operations and customer service. This position will ensure Rung's campus is maintained and running in optimal shape and ensures that every guest has a safe and joyful experience. This role coordinates with a wide range of external partners to include property and grounds managers, public utilities, and office supply and equipment vendors. If you have a knack for anticipating problems, get excited with the to-do lists, like variety in your day, and are solutions-oriented, then this position is for you.

How you'll help Rung achieve our vision: Many of Rung's members are coming from stressful, over-full lives. Rung is often a respite, a place for them to focus on their future. This position ensures that our facility supports their journey and creates a welcoming environment for all who set foot on our campus.

What you will do:

Ensure the campus is well-maintained and operating at full performance by:

- Making safety and cleanliness a priority and knows when to dispatch the appropriate service providers to resolve issues when they arise
- Inspecting campus daily to identify maintenance and supply needs
- Triaging maintenance, office equipment and IT service requests, dispatch appropriately, and track through resolution
- Coordinating speedy resolution of maintenance and IT issues with outsourced property manager and IT provider
- Managing security system and respond to all alarms
- Coordinating ongoing safety training and drills
- Developing, maintaining, and ensuring adherence to operations and safety policies and protocols
- Managing inventory of office supplies, beverage station, vending machines and building physical assets to ensure minimal loss
- Maintaining inventory of building and office supplies and order supplies as needed
- Ensuring that new staff are oriented and onboarded to the Rung for Women Campus, making them aware of building procedures and safety protocols
- Working with Director of Operations to off board and collect equipment when staff transition
- Assist in the preparation of regularly scheduled reports (i.e. proper utilization of door access cards by staff, etc.)
- Ensure staff understands how to use Audio Visual Technology and assist with troubleshooting technology issues.

Events management:

- Point of contact for internal and external events
- Collaborate across teams to manage internal and external events
- Ensure all events meet Rung's brand and operational standards
- Manage relationship with any third-party events management companies
- Develop and manage event-related policies, procedures and processes
- Manage annual events budget

- Coordinate with all departments making sure events have adequate supplies, materials and setup
- Assist with onsite event preparation, oversee and perform event setup and breakdown requests
- Troubleshoot any issues that may arise on the day of event
- Assist as needed with helping at the front desk by answering the doorbell, greeting guests, volunteers, visitors, and directing traffic to meeting rooms and event space

What you need to bring us:

- Passion for Rung's vision and mission
- Previous experience with building operations
- Commitment to customer service
- Excellent communication and project management skills
- Ability to manage and complete multiple tasks
- High proficiency with Microsoft Office products
- Familiarity with CRM systems (particularly Salesforce) preferred
- Ability to motivate others, while being aware of/responsive to their needs and concerns
- Attention to detail and ability to handle quickly, correctly, and efficiently
- Concern for rules and accuracy
- Selling, rather than telling, communication style
- Ability to manage multiple priorities
- Collaborative approach to your work and an ability to work with others to ensure desired results
- Can lift and carry objects up to 40 lbs as needed
- Ability to anticipate problems and willing to find creative solutions

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to two days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community



Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on July 12, 2024. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/c98fb970-c963-4db2-9601-311a8184237f?type=candidateba>