



LOS ANGELES

Hub LA Event Fellows Program

Opportunity: Work with Hub LA - a dynamic, social enterprise for Fall 2014. Your efforts will be critical in building a professionally hosted place where high-impact consultants, entrepreneurs, investors and innovators come to work, meet, learn, and connect alongside diverse peers. Hub Fellows are not interns, but a dynamic and specially-selected group of students and post-graduates looking to further their professional experience as they receive mentorship from Hub LA management while working with several different members and organizations within Hub LA. As a Hub LA Fellow you have a unique opportunity to:

- Space and access to a large network of change makers
- Build strong working relationships with diverse groups
- Gain access and exposure to a dynamic start-up and promote thought leadership in the world of social entrepreneurship
- Work under the pressures of high visibility, fast turn-around and the highest quality expectations
- Have the very unique opportunity to work with a number of fresh and spirited businesses under the Hub LA network
- NETWORK!

Our need: An energetic and focused team player to assist with event production, logistics, and strategy.

Duties include:

- Provide support to staff to produce and execute events within the HUB LA space and further develop HUB's current identity system through event production and systems.
- Maintain and oversee event RSVP's, guest lists, and attrition statistic.
- Commitment to Hub LA at 15/hrs week maximum based on event schedules.
- Work with Hub LA members and organizations in a variety of different roles and responsibilities.
- Help create office efficiency by planning and maintaining office systems, equipment, and overall positive environment.
- Implement office policies by establishing efficient standards and procedures.
- Contribute to Hub LA team effort by accomplishing additional tasks as needed.
- Help serve as a "face" of Hub LA.

Skills/Qualifications: Knowledge of Microsoft Office programs; Strong analytical and problem solving skills; Exceptional communication skills; track record of positive customer service; supply management; managing processes; developing standards; promoting process improvement; reporting skills; ability to think quickly and respond to member and Hub team needs in a timely manner; able to handle multiple priorities from multiple sources.

Added bonus: You are fired up about Hub LA, events and ready to live, eat, and breathe social impact!

Offering: We look forward to supporting the growth of the Fellow by offering the following:

- Opportunities for hands-on mentorship from Hub LA members, staff, and affiliates.
- Membership trade to match 15-hrs/week work – access to all membership amenities to match Hub Productive 50.
- Online membership to Hubnet with connections to 4000 members worldwide.
- Free/discounted tickets to Hub LA events.

Please contact Operations Associate Dyanne Cano at dyanne@thehubla.com with your Cover Letter and Resume.