



PARISOMA Event Coordinator:

Role & Responsibilities

PARISOMA is a collaborative environment where startups and corporations grow together, in the heart of San Francisco. We give entrepreneurs, freelancers, corporations and early-stage companies the space, tools and support they need to connect with the right partners, come up with bold ideas, and grow their business.

Since 2007, we have hosted over 500+ startups from around the world build their dream in Silicon Valley.

PARISOMA is part of FABERNOVEL, a global innovation company. FABERNOVEL helps Fortune 500 companies reinvent themselves, embrace change, and develop new ideas.

What You Will Be Doing:

As the Event Coordinator of PARISOMA, you are responsible for programming what's happening at PARISOMA, and managing our workshop and event calendar. You are responsible for executing the following:

- Own and develop the event strategy for PARISOMA: schedule, organize, and promote events based on a strong understanding of PARISOMA's identity and vision.
- Manage event space rentals by receiving client briefs, developing proposals and negotiating quotes.
- Organize and staff events from content development (i.e., topic, speakers) to event design and day of setup.
- Promote events through communication and partnerships, create event marketing material (i.e., event page, social media, newsletter, blog post), and manage partnerships.
- Coordinate with Client Experience Manager to arrange for food and beverage, event staff, video production and other services at client/partner request.

Business Development:

- Constantly identify new strategic partners for PARISOMA, including but not limited to curriculum partners, event and media partners, sponsors.
 - Reach out to potential partners and ensure productive discussions, efficient follow-up, proposal production and contract agreements.
 - Ensure that partnerships are consistent with PARISOMA's community interests, needs and values.
 - Leverage PARISOMA's community to seek out new opportunities for external partners.
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- Identify new ways to provide value to our members and implement decided projects, included but not limited to new tools (toolkit), new content (workshop curriculum and events calendar).

Client Management:

- Represent PARISOMA and its activities to PARISOMA's external network.
- Maintain ongoing relationships with workshop and event partners.
- Arrange and execute partnership agreements related to workshops and events.
- Maintain ongoing relationship with the client prior to their event, during and after to ensure its success and gauge client satisfaction.

Specific Experience We Are Seeking:

- A bachelor's degree in communications, hospitality, public relations or a related field, preferred.
- A minimum of 2 years of experience in event coordination or a related field.
- Proficient in Microsoft Office Suite and social media platforms.
- Proficiency in event platforms and venue booking third parties (e.g., Eventbrite, Meetup, Peerspace, Breather), a plus.
- An ideal candidate will be outgoing, personable and detail oriented.
- A desire to understand industries and start-ups in the new digital economy.
- Flexibility to manage evening events, as needed.

Benefits & Perks:

- Comprehensive medical, dental and vision care
 - 401k with employer matching
 - Generous paid time off policies and flex days
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