



Shecosystem Energy Exchange | October 2017-March 2018

To Apply: programs@shecosystem.ca

[Shecosystem Coworking + Wellness](#) is a women focussed coworking and wellness space in **Toronto** that values the feminine in the entrepreneurial journey and makes self-care a priority. With a growing membership of over 60 entrepreneurs and a busy schedule of programs and events, we are a hub for women and feminists of all genders to gather, grow and learn.

We're cultivating a thriving feminine entrepreneurial ecosystem by planting budding entrepreneurs in our nutrient rich soil! Through the **Energy Exchange Program**, we are on the search for people who want to make Shecosystem their home base for the winter. As an Energy Exchange member, you'll be invited to use your professional expertise to help promote Shecosystem's mission, and help to foster a comfortable, productive and welcoming vibe for our community. In exchange you'll have **full-time access to our space to grow your own network and passion projects**.

PROGRAM OBJECTIVES:

This program provides an experiential opportunity for career development in an environment that nurtures personal growth, fosters a strong community, and values innovation. Successful participants complete this **6-month part-time** Energy Exchange Program with:

- Training and **professional experience** operating a small business, collaborating with teams, and maintaining client relationships
- An understanding of the importance of **holistic wellness** in your work-life
- Six months of free Unlimited Coworking membership
- Visibility as a pivotal person in the Shecosystem ecosystem and opportunities to connect with our network of feminist entrepreneurs

GENERAL PROGRAM REQUIREMENTS:

- 6 month availability: **October 1, 2017 - March 31, 2018**
- 8 hours a week dedicated to Shecosystem projects - onsite requirement dependent on role
- Be a Shecosystem Ambassador
- Regular reports to Shecosystem Founder and Programs Associate
- Attend monthly Energy Exchange Program meetings
- Completion of assigned projects within the time allotted
- Provide occasional onsite admin or events support when needed

WE ARE LOOKING FOR PEOPLE WHO ARE:

- **Entrepreneurs or Freelancers:** In other words, you're not looking for placeholder while you look for a full time job but already have your own hustle and a reason to spend your time at Shecosystem.
- **Self-starters:** you can work and play with minimal direction and are willing to learn as you go. You think opportunities, not problems and are willing to jump in where needed.
- **Great at first impressions:** making everyone who walks in the door feel seen, supported, and engaged. You take a genuine interest in getting to know people and the things that make them come alive.
- **Smooth operators:** you have exceptional organizational skills and a mind for efficient systems.
- **Feminists:** You believe the power of a diverse, heart-centered sisterhood and in equality for all genders.

RESPONSIBILITIES

Roles and program projects may vary depending on Shecosystem's needs. Here are the descriptions for the roles we are looking to fill for this cohort of the Energy Exchange Program.

Social Media Coordinator

Overview: Assists with management all social media platforms, develop original content while maintaining Shecosystem's voice, attract new followers and increase community engagement

- Assists to develop and implement social media strategies and calendars
- Schedule social media content across our platforms
- Implement website updates
- Promote Shecosystem events through eventbrite and external listing platforms
- Research & analyze online impact and new opportunities for Shecosystem
- Proficient in Canva, Eventbrite and WordPress

Director of First Impressions

Overview: Manages Shecosystem's front desk for 8 hours per week. Assists in event execution as needed

- Work one full day or two half-days per week at Shecosystem reception desk
- Opening and closing Shecosystem
- Greeting and welcoming people into the space, leading tours for new or potential members
- Leading Opening and Closing Circles
- Answer phones; manage general inquiries through email
- General housekeeping and maintenance
- Receiving mail and packages
- Must be available to be onsite 1-2 days a week

Business Development Coordinator

Overview: Assists with sales and marketing initiatives; researches new business development opportunities that align with Shecosystem's mission

- Review pricing strategies and special offers; present opportunities for adjustments
- Assist in developing strategy to convert guests, day and week pass users, and other warm leads into members
- Research new revenue streams
- Research and implement new marketing initiatives to reach new communities in order to grow membership and bookings

Member and Communications Coordinator

Overview: Assists with member relations; creates weekly newsletter

- Builds and sends out the weekly members newsletter (monthly for non-members)
- Work with Social Media Coordinator to increase community engagement through newsletter and social media platforms
- Manages members wall in Office RND and let members know about benefits available to them
- Gather member feedback and research Shecosystem's impact
- Assist with event planning and execution as needed

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