



**Position:** Community Assistant

**Hours:** Part Time position, flexible hours

**Location:** 220 W Ave F, Midlothian

**Salary Range:** \$10.00/hour

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**Job Description:** The community assistant will be able to juggle tasks, give tours and maintain work areas, all with a charismatic smile and UNBELIEVABLY positive attitude. Your role is a hybrid of hospitality, service, and sometimes operations.

You're the heart of the community we are bringing together. You know our members by name and greet and bid adieu with a positivity that gives every member a feeling of warmth and welcome. You are the motor that keeps the operation running. You're checking in on everybody throughout the day, ensuring everyone's needs are met. You maintain a tidy and neat environment (keeping track of supplies, vacuuming, cleaning table tops, ensuring any refreshments and food is fresh, keeping all dishware clean). You ensure all technological devices are in working order such as internet, monitors and printers. Assist members with setting up presentations and coordinating events. Able to learn new software/apps quickly and able to proficiently apply their function. Connect like-minded people, keep our social media pages active and exciting, give tours, and help members sign up or move out.

This is for someone that brings something to the table while also open to learning and growing with us. Someone that can take direction but also takes initiative and thinks on your feet.

**Benefits:** A part-time position with some flexibility for daily life. Generally be from 4 pm - 9 pm each day you're scheduled, and either a morning or evening shift each Saturday. However, you might be asked to work alternative hours when we have special events, but we would give you as much advanced notice as possible in these situations.

Any other benefits? Well – for starters, you would be learning the newest and soon to be hottest job in the 'Tech-Office-Hospitality' sector. Coworking is exploding and you have the chance to be a trailblazer of sorts. If you have all your tasks done and it's a fairly quiet day, you are able to do school work or your own personal projects. Oh yea, there is also free coffee, sometimes free food and the ability to meet and hang out with some of the coolest people. We can assure you – this will NOT feel like a job!!!

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**Skills and Attributes Needed:** Excellent communication skills, ability to work well with people, dependable team player and has a positive outlook, desire to learn and grow and take on increasing responsibility.

**Career Path:** Possible avenues include sales, operations, marketing, human resources, and administration.

**Values of Position:** The Community Assistant position must match exactly our Company's stated values.

**Supervisor:** General Manager