

Community Builder Position



SpherePad is an ingenious coworking space filled with creative minds located in the heart of North Beach. SpherePad offers shared working space and private offices with a focus on building community rather than working in isolation. Coworkers at SpherePad come from an array of professional backgrounds including: freelancers, entrepreneurs, designers, web/software developers, consultants, marketing professionals, artists, and more. SpherePad also offers a virtual mailing system for its members with a software platform Spheremail that was developed at SpherePad. SpherePad organizes casual coworking events to bring members and others within the community together. SpherePad believes in promoting the success of individuals by providing a collaborative and cost efficient working environment.

Job Description

We are seeking a part-time Community Builder to help manage our workspace and assist with marketing and event planning. Work directly with the Community Manager to curate a culture and learn about running a Coworking space. The Community Builder will take an active role in helping maintain the space and providing the best possible experience for our members. This position has potential to grow into a greater role at SpherePad. The right candidate will be involved in many aspects of the company and join Spherepad as a key member of the team.

Possible Responsibilities:

- Marketing communications through social media, design, blogs, newsletters and advertising
- Greet, assist, and sign up members
- Support day to day operations
- Facilitate the development and implementation of plans to grow the Spherepad community
- Managing mail services
- Assist with the organization and coordination of events including planning and promoting
- Generating ideas for improving the space and general management support
- Light cleaning and upkeep involved

Qualifications:

- Understanding and interest in coworking, startups, marketing, business, entrepreneurship, public relations, or related fields.
- Excellent written and verbal communication skills
- Self-motivated, fast learner, with the ability to multitask and meet deadlines
- Organizational skills
- Must be computer literate and have your own laptop
- Great communicator and wonderful people person online and in person.
- Available for 5 days per week (28 hours) with potential to become full time

Compensation/Benefits:

- Part-time / hourly wage
- Gain valuable skills in operations, social media, marketing, sales, event planning, business management, and leadership
- Be a part of a start-up and community at SpherePad
- Exposure to work around a variety of SpherePad member start-ups and companies
- Opportunity to work in the emerging field of coworking

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Application: Please email cover letter and attached resume in pdf format to molly@spherepad.co