



POSITION: COMMUNITY LEADER

LAUNCH COWORKING SPACE: ABOUT

Launch is a coworking, meeting and event space where entrepreneurs, small businesses, freelancers and innovators can work, meet, connect and collaborate. It's a place where people can grow their idea, business or passion project through its community, collaboration and collective wisdom. Launch is going to be fun and awesome.

IDEAL CHARACTERISTICS: FIT

Launch will be a fit for you if you're:

- happy
- helpful
- curious
- proactive
- accountable
- intuitive
- autonomous
- flexible
- friendly

ROLE RESPONSIBILITIES: JOB DESCRIPTION

We're creating a professional complement to the home office and coffee shop for entrepreneurs who are looking for community, collaboration, and collective wisdom. Our community leader(s) are the people that act as the hub of the community. Which means your day-to-day energy and actions are key toward making Launch fun and awesome. The responsibilities will include:

MARKETING:

- Work with the managing partner to create a quarterly marketing plan.
- Execute the marketing plan which will include weekly events, daily social media engagement, regular networking and community engagement events, website management, weekly blog posts and guest posts, and other relevant marketing activities.

SALES:

- Work with the managing partner to create the quarterly sales plan that will seek to hit quarterly revenue targets.
- Execute the sales plan which will include inbound/outbound sales meetings with relevant prospects who may become crew members, sponsors or private/special events clients, conducting on site tours, developing membership and sponsorship proposals, delivering presentations, maintaining our sales pipeline via CRM software, all related follow up in person, via email and phone. and other relevant sales activities.

ON BOARDING:

- Work with the managing partner to create an ideal on boarding experience for new crew members, sponsors, and private event clients.
- Execute the on boarding experience which will likely include an introductory interview with the member/sponsor to clearly understand their needs and goals, connect the crew members with current key crew members, train the crew members on the values of Launch, participation, access, security, coffee, dishes, and any other relevant on boarding items.



CUSTOMER/MEMBER SERVICE:

- Work with the managing partner to create a member service best practice.
- Execute on the best practice with daily in person membership engagement, respond to all members inquiries and question in a timely fashion, and provide solutions to all crew members problems.

OPERATIONS:

- Work with the managing partner to design a daily checklist of operational duties.
- Execute daily the operation of the space which are likely to include managing suppliers, taking out the garbage, loading and emptying dishwasher, cleaning dishes, cleaning kitchenette, organizing the space for special events.

TARGET COMPENSATION: SALARY, BENEFITS & PERKS

We are looking for a part time (20 hrs a week) community leader to join our team. The daily shift is typically a morning shift (9 am to 12:30 pm) a noon shift (Noon to 1:30 pm) and an afternoon shift (1 pm to 4:30 pm) Monday to Friday. Remuneration will be commensurate with qualification and experience but we've budgeted \$22/hr. At this moment in time there are no health benefits but there is a boxing gym across the hall and we will have a super fun working environment which will be great for your overall health. You'll have as much coffee as you can drink, and have access to beer and wine in moderation.

APPLICATION: HOW TO APPLY

If the community leader is something you believe you could excel at, we invite you to apply at: <https://launch1460.ca/pages/join-our-team>

That covers it for now. We look forward to hearing from you and we will only be in contact with candidates that we would like to take next steps with. The next steps will be an interview and a paid trial week in the role.