



## Coworking Coordinator

We are seeking a motivated individual who wants to work long-term with our organization. We are willing to hire someone with little to no experience who is able to learn on the job, and who is a self-motivated quick learner. We also welcome experienced applicants who have worked in an office setting with scheduling and management duties before.

### Position Summary

Reporting to the Executive Director, the Coworking Coordinator is responsible for the daily operations of the Spark Coworking space. The Coworking Coordinator serves as the client-facing representative of Spark, fielding all inquiries about the space, membership, equipment access and capabilities. They support Spark's purpose to offer a creative and professional hub for local entrepreneurs.

This is a part-time, shift-bound, on-site position, averaging 10 hours per week, year-round. Benefits include paid time off, paid holidays, sick time, mileage reimbursement for assigned work travel, and an awesome work environment. Preference may be given to applicants interested in combining this position with the Makerspace Coordinator position for a total of 20 hours per week. Compensation commensurate with experience.

### About Rural Arts Collaborative

The Rural Arts Collaborative is 501(c)3 nonprofit organization comprised of artists, community members, and businesses who work together to design, support, and deliver creative programs to youth and adults living in and visiting Hardwick, Greensboro, and Craftsbury, Vermont. Guided by core values of arts, recreation, technology, and sustainability, our programs provide experiences for all ages and abilities that spark joy, inspiration, connection, and excitement, contributing to a healthier, more vibrant Northeast Kingdom.

Our working culture is inclusive, supportive, and employee-centered. Our team is innovative, motivated, and ambitious. Driven by a desire to support each other and our community, we take complex challenges head-on and work together to build solutions.

We are an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business need.

## Responsibilities

### Clerking

- Provide exceptional hospitality and customer service as the first point of contact for visitors to Spark, including greeting visitors, giving tours, and answering the phone
- Open and close the Spark space at the start and end of each day
- Maintain a clean, organized, and welcoming atmosphere for members and staff

### Membership Management

- Manage all aspects of member billing, invoicing, bookings, and contracts
- Respond to member requests in timely manner
- Monitor software for membership payments, overdue invoices
- Recruit, train, prepare for, and oversee work-trade members

### Makerspace

- Field customer inquiries on creative technology capabilities and projects support
- Become trained on all creative technology equipment in order to provide the best customer service to prospective members and those requiring assistance
- Provide equipment trainings as a substitute for the Makerspace Coordinator

### Teamwork

- Maintain awareness of all RAC programming, so as to effectively inform inquirers
- Assist with Spark marketing and communications efforts, including updating website, making promotional materials, and developing relationships with community partners
- Support other RAC programming by supporting staff access to equipment, software, and technological resources available in the Spark space

## Expectations

- This is a fully on-site position with regular office hours
- Bring a collaborative spirit and contribute to organizational goals
- Demonstrate continual professional and organizational growth

## Skills and Qualifications

- Excellent customer service, communication, and attention to detail
- Proficiency with Google Suite (Mail, Drive, Docs, Sheets) and Microsoft Office (Word, Excel)
- Bachelor's degree in a related field preferred; equivalent work experience or a desire to learn on-the-job accepted

- Previous experience with Adobe Creative Suite, creative technology, Mac and Windows operating systems is a plus