



Cool, One-of-a-kind Job in Somerset, PA

Uptown Works Community Manager

Help Us Run an Amazing Professional Community at Uptown Works

We're looking for someone who wants to be at the ground floor of something awesome. If you are a connector, you're organized, you like to learn new things, and you are at-ease with technology, keep on reading.

Who are we?

We're Uptown Works, Somerset's first co-working space, opening in Spring 2018. Conveniently located on "the diamond" in Somerset's central business district, our purpose is to create a professional hub and community in uptown Somerset, where creativity, hard-work, and collaboration can thrive and support local commerce.

We're trying something new by opening a co-working community in rural Pennsylvania. It's a little crazy, but we think we're on to something that might change the local economy for the better. We'll be operating out of 7,500 sq. ft. of space on the diamond in Somerset, in a building that was built as a hotel in the 1880's and has hosted many stories. Now, it will be born-again as a mecca for independent professionals. Learn about Uptown Works here: www.uptownworks.co

Who are you?

- You care. We're here to make the world a better place in our own way, and that's important to you.
- You love making new friends. You're curious to learn about all the exciting things everyone is working on, and have an eye for connecting people who should know each other.
- You're reliable. You can stick to a schedule, respond to things in a timely fashion, and remember things that need remembering.
- You're great at communication. You have excellent people and writing skills and can handle a confusing situation with aplomb.
- You like things neat. You're not necessarily a neat freak, but you keep things tidy. Success at keeping houseplants alive is a bonus.
- You like to learn and challenge yourself. Maybe you don't know the first thing about supplier contracts, member management systems, or co-working marketing strategy, but you'll put in the time to learn from others.

What will you do?

You'll make sure everybody who walks in the door has a great day at work. You'll keep members in the loop about happenings and who's who while helping make their work life a little easier. Maybe it's troubleshooting tech in the meeting room, or reminding them about their member benefits at a local business.

You'll help run the space. You'll staff the front desk during business hours and you'll be the face of Uptown Works. You'll welcome members, give tours, and generally keep things humming, ensuring the space is well supplied and in order.

You'll help recruit new members through marketing and partnerships. You'll help connect new people and Uptown Works and bring them into the fold.

You'll plan member events and help to coordinate and facilitate meetings for members, making sure everything looks really buttoned-up.

You'll help shape our future. Uptown Works is completely new. The direction it takes and the impact it has on the community is uncharted and represents an incredible opportunity for the person who seizes it.

What will you get?

- You'll get to know some tremendous people. Our members will be a dynamic, successful bunch. Maybe this isn't going to be your lifetime career- that's OK - these are people who will help you figure out where you're going and help get you there.
- You'll have fun. Part of the point of Uptown Works is to give people the ability to enjoy their lives while also getting their work done. There is fun to be had in the process.
- You'll have an opportunity to be a part of something important. In just a short few years, the world of co-working has exploded from a handful of communities to countless hundreds around the world. As you work with us, you will be exploring new ways to help shape the way people think about how they work and live. How much of an impact you have on the future is entirely up to you.

Are you beyond excited? Did you skip past some of that middle part just to see where you can go to apply? Look no further! Send your resume to emily@uptownworks.co. HINT: This is the kind of role where creative resumes are welcome.

Full-time, starts May 2018 Salary: \$14.00 - \$16.50 per hour