



Who are we?

We're Uptown Works, Somerset's first co-working space. 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 tried something new by opening a coworking community in rural Pennsylvania, and, hey, it's working! Remote work is growing in our community, and we're at the center of it all. Learn about Uptown Works here: www.uptownworks.co

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

Uptown Works Community Manager - PART TIME

Help Us Run an Amazing Professional Community at Uptown Works

If you're a connector, you're organized, you love to make a sale, and you're at-ease with technology, keep on reading.

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're curious to learn about the exciting things people are working on and have an eye for connecting people who should know each other.
- You're great at communication, sales and marketing. You know how to write well, you recognize and follow a sales lead to closing, and you can craft messages and campaigns that reach our target market.
- You're tech-savvy and capable of self-directed learning of new technology.
- You're reliable. You can stick to a schedule, respond to things in a timely fashion, and remember things that need remembering.
- You like things neat and tidy and don't mind doing light cleaning to keep the place sparkling clean. Success at keeping houseplants alive is a bonus.
- You like to learn and challenge yourself, and have applicable skills such as administrative support, technical support and marketing.

What will you do?

- 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 help run the space. You'll staff the front desk during designated 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 plan member events and help to coordinate and facilitate meetings for members, making sure everything looks really buttoned-up.
- 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.
- 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 are a dynamic, interesting bunch.
- 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.
- A flexible schedule of 12-15 hours per week, with the opportunity for full time employment through new initiatives.
- A salary of \$13.00 - \$15.00 per hour (depending on applicable skills and experience) with bonus incentives and paid time off. (NOTE: This role doesn't include health benefits or 401K plan at this time. That stinks - we know it - but we're not there yet. You can help us get there!)

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.

Part-Time, Salary: \$13.00 - \$15.00 per hour