

Hunt Street Station Co-Working Community Manager

Hunt Street Station (HSS) is Detroit's newest co-working community. Located near Detroit's Eastern Market in the historic Detroit Police Department's 3rd Precinct Building, Hunt Street Station offers a one of a kind working environment. The Community Manager position is a multi-faceted customer service and sales role and is instrumental in all aspects of the welcome process, ensuring a great member experience and growing our community.

There is no task too menial and no challenge too immense for the HSS Community Manager, who will be expected to easily balance the smallest details while keeping track of the big picture. The HSS Community Manager will be the embodiment of a friendly professional who is proud to pitch not only our varied work spaces and historic building but the unparalleled community experience of Hunt Street Station membership.

Requirements:

- Access to a car for business use along with valid driver's license
- High school diploma or equivalent

Responsibilities include:

- Facilitate an excellent customer experience for all HSS community members
- Provide administrative support for community members as well as the leadership team for Hunt Street Station's primary business tenant and building owners
- Execute marketing plan in order to grow and maintain community
- Develop and enforce member policies
- Member billing
- Maintain cleanliness and organization of common areas
- Accept, sort, and deliver mail and packages
- Plan and execute community building and educational events

Relevant skills:

- Microsoft Office, including: Word, Excel, and PowerPoint
- Office management, including basic use/troubleshooting of printers, copiers, and projectors
- Customer service
- Sales and Marketing
- Event planning

Compensation: Opportunities for full or part time employment. \$17/hour

Benefits for Full-Time Hires: Health, dental, and vision insurance; paid time off; company retirement program