



THE IMPACT GUILD COMMUNITY CURATOR

Reports to the Executive Director of The Impact Guild.
18-22 hours per week (with opportunity for growth to Full-Time)
\$20 per hour

COMPANY SUMMARY

The Impact Guild is a coworking space in San Antonio specifically geared toward building community amongst impact-oriented people and businesses — using our work to purposefully and positively impact our neighborhoods, cities and world. We do this by creating environments and opportunities for collaborative work, hosting gathering & engaging our neighborhoods.

POSITION SUMMARY

This is a great opportunity to be an integral part of building and running a social enterprise — investing at the intersection of entrepreneurship and community engagement. Our ecosystem involves everything from coworking and small business resources to community-based events with collaborative partnerships are at the core of the opportunities we provide. At the core of these partnerships is collaboration with Mission City Renewal, our overarching nonprofit, and the Park Community Church. As a Community Manager, you will bridge from strategic objectives and process development to implementation.

ROLES & RESPONSIBILITIES:

- Community Engagement: Assist in planning and executing community-based events and programs.
- Member Relations: Activities and projects related to member growth, management & retention.
- Community Partnerships: Developing relationships and collaborations with individuals and organizations in the community.
- Operations & Hospitality: Assist in overseeing daily coworking operations including but not limited to building operations, scheduling and purchasing. Providing oversight to Impact Guild intern.
- Venue Rental: Activities and projects related to venue rental process, management & growth.
- Communications: Design and execute communication to support membership, events and community-building.
- As well as any other special projects and duties assigned.

THE IDEAL CANDIDATE

- Motivated, self-starter
- Leader who takes initiative and is able to work supervised and unsupervised
- Creative and innovative problem solver
- Adept at strategic, high-level planning as well as detail-oriented execution
- Strong communication skills (written and oral)
- Both people and task oriented; Works well in a team setting
- Passionate learner and thoughtful listener who values and respects diverse people and perspectives
- Graphic design experience a plus. (Knowledgeable in InDesign, Illustrator and Photoshop)