



Position: Community & Marketing Manager
Reports to: Executive Director



Overview

Evolve Grand Forks's mission is to support a culture of entrepreneurship in the Greater Grand Forks Region. We do so through programming designed to inspire one another and encourage collaboration. We know our community deserves a group of people who are willing to flip the script on what Greater Grand Forks thinks it knows about itself. We do this by utilizing unconventional wisdom, exemplifying optimism, re-framing community discourse, and embracing rebels. As a major part of our mission we operate The 701 Coworking Space, a dynamic workspace for entrepreneurs, freelancers, remote-employees, or anyone with a dream to pursue.

Who we're looking for:

Traits and qualities in an ideal candidate:

- Independent work ethic and entrepreneurial spirit
- Community oriented
- Strong written and verbal communication skills
- Willingness to jump in, roll up their sleeves, and get their hands dirty
- Enthusiastic and optimistic attitude
- A creative problem solver who embodies a "get things done" mentality
- Ability to multi-task and meet deadlines
- Can thrive in a social working environment
- A connector – facilitating connections and relationships
- Energized by innovative ideas and people
- Collaborative by nature and effective in small teams
- Passionate about carrying out mission of the organization
- Impactful storytelling through print and digital marketing materials
- Knowledge in data-driven social media and marketing strategies.

Possible responsibilities:

- Management of The 701 Coworking facility, including access control management.
- Lead marketing efforts of The 701 Coworking and Evolve Grand Forks, *including graphic design*.
- Crafting compelling messages and marketing materials for print and digital media.
- Contribute to finding and organizing opportunities for community programming.
- Help curate community feel by connecting opportunities and people that match their interests and needs.
- Propose innovative ideas to increase the efficiency of the organization and coworking space.
- Champion the coworking space and manage tours, coworker sign-up, communications, and orientation.
- Coordinate coworker billing and access to features by utilizing coworking management software.
- Engage stakeholders and board of directors to create a growth plan for The 701 Coworking.
- Assist the Executive Director of the organization with other duties as assigned.

Hours and benefits:

- Part-time, \$12-\$14/hour, 20 hours per week permanent position.
- 65% Coworking Management; 25% Marketing; 10% Programming.
- No health or retirement benefits are offered with this position.
- Individual coworking pass, which includes 24/7 access to the coworking space and all features.

Application Requirements:

Resume

Letter of Interest

Why are you an ideal candidate for this position? Be creative and honest.

Two References

Deadline to Apply

Please submit your application to info@evolvegf.com by April 2, 2019