



Community Manager

at Two39 Work

About Two39 Work:

Two39 Work is a premier coworking space that specifically targets the technology and startup community in SWFL to bring the best and brightest together under one roof. With a combination of shared and dedicated spaces - including desks, private offices, meeting rooms, and large gathering space - Two39 Work has something for everyone's work needs while fostering a community of technology startups, leaders, and trendsetters.

About the Role:

We're looking for a high energy self-starter to manage and be the heartbeat of our space. The right Community Manager should be fanatic about coworking and crazy about cultivating connections and helping the space grow. The Community Manager aims to delight our members daily to ensure that every visitor has the best experience possible. This person will be responsible for maximizing our occupancy through sales techniques and outstanding customer service, maintaining an extraordinary sense of community, running the day-to-day operations of the space, developing creative local marketing strategies, and planning engaging member events.

The Community Manager is an integral part of our operations and the face of our space. This role presents a unique opportunity to have an immediate and daily impact on the success of the organization (and of course, be rewarded for its success). The Community Manager will have daily support from leadership but will be empowered to make the right decisions for our members. The ideal Community Manager breathes life into the space and makes everyone feel connected and happy to be there.

This role is full-time (40 hours a week) and is located in Bonita Springs, Florida.

Responsibilities include:

- Facilitating outstanding customer service
- Creating a warm and welcoming environment
- Resolve member issues with professionalism and patience
- Devise and execute local marketing strategies to generate leads
- Conduct sales tours to execute on sales strategy and maintain high occupancy
- Managing community initiatives designed to develop member relationships
- Inputting and maintaining accurate data across various platforms
- Overseeing and executing daily office operations
- Liaison with facilities team on building operations and maintenance
- Management of local vendors and potentially an Operations Associate

Requirements:

- Work experience in sales, hospitality, customer service, or business operations
- Strong verbal and communication skills



- Self-starter who has the ability to work independently
- Exceptional organizational and multitasking skills
- Ability to connect well with people; warm and approachable
- Reliable, inquisitive, patient
- Passion for delighting customers
- Enjoys continuous change and improvement
- High hustle quotient: willing to get your hands dirty as necessary to move fast and get things done

Perks:

There are lots of fun reasons to work with us.

- Daily snacks, coffee, tea, and drinks
- Health care, including vision and dental
- Smart casual dress code
- Generous vacation time
- Company-wide outings and retreats

Two39 Work is an Equal Opportunity Employer. We are committed to equal treatment of all employees and applicants without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.