



This sample community manager job description was provided by Grind for use by **gwa** members

# Grind Community Manager:

## NYC

Grind, a premium operator of members-only collaborative workspaces is hiring for a full-time Sales/Community Manager for our locations in NYC. We're looking for a smart, organized, self starter with a level of energy and enthusiasm rivaled only by a seasoned camp counselor or a six-month old puppy. Bonus points for having received progress reports in high school claiming that you talked too much in class.

Check out the outline of possible tasks and desired skills below. If you're in love (like, really in love) with the job and you don't care who knows it, apply below. Haikus are also appreciated.

### TASKS

- Manage all inbound sales leads and implement tactics to generate new ones
- Give tours of the space to potential Grindists
- Create retention plans to keep member numbers steady
- Develop community activities that enhance the overall Grind experience
- Source and manage external events
- Assist with front desk staffing and daily operations of space
- Attend outside events to boost awareness about Grind and bring in new leads
- Serve as a human LinkedIn, connecting relevant Grindists to one another
- Be the #1 reason our members love Grind

### DESIRED SKILLS/ATTRIBUTES

- BA in Marketing or Communication
- Sales and/or hospitality experience is a must
- Strong writing and presentation skills
- Event planning
- The definition of extrovert

### REQUIRED EXPERIENCE AND EDUCATION

- Sales: 2 years
- Bachelor's Degree