

# Uintah County

## Job Description



<b>Title:</b>	Startup Specialist	<b>Code:</b>	547
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/2020
<b>Department:</b>	Economic Development	<b>Last Revised:</b>	3/2020
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	2

### GENERAL PURPOSE

The Startup Specialist is responsible for day-to-day operations at the co-working space, provides support to members, and directly impacts membership growth and retention. You'll be a great fit for this role if you:

- Enjoy people and love talking to them every day
- Are a leader and a go-getter with an entrepreneurial spirit
- Are a hard-worker with a “no task is too small” attitude
- Are well-spoken both in oral and written communication
- Are comfortable speaking in front of people

### SUPERVISION RECEIVED

Works under the general supervision of the Economic Development Director

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Manage communications and relationships with members at the co-working space. Your priority is making sure the co-working space is inviting and productive.

Greet guests and drop-ins to the co-working space and provide tours and membership information to prospective members.

Serve as our representative to the broader community and get involved in activities that build community awareness and public support of the co-working space.

Plan and promote monthly events for the co-working space that draw in new members and allow current members to network and connect.

Coordinate third-party events and serve as the primary contact for organizations and groups using the co-working space to host an event.

Master our co-working software platform used for billing, door access, event management, and reservable resource management.

Market and advertise our co-working space and events on social media and through other marketing channels.

Manage email marketing communications including a monthly membership newsletter.

Help plan and manage the budget for the co-working space, marketing activities, and member engagement activities.

Ensure the co-working space remains clean by straightening up, educating members to clean up after themselves, and utilizing external cleaning services when appropriate.

Ensure smooth, day-to-day operations of the co-working space including tasks such as brewing coffee, stocking office supplies, or managing maintenance and repair needs.

Complete Economic Development projects as assigned by the director.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus training in office practices provided through professional workshops, seminars, and vocational programs or in-service;

AND

B. Experience in performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Some Knowledge** of economic development; working knowledge of general office management and practices; the operation of standard office equipment; and basic mathematics. **Working Knowledge** of basic public relations.

**Ability to** work independently; meet multiple deadlines; schedule and effectively coordinate computer project and workload demands; operate standard office equipment such as desktop computers, copy machines, typewriters, calculators, paper folder, etc.; ability to follow verbal and written instructions; ability to perform under stress of time deadlines, frequent changes in programs and demands; ability to use computerized art layout and design related to bulletins, announcements, advertisements etc.; ability to establish and maintain effective working relations with members and the public.

3. Special Qualifications:

None.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Modest flexibility of schedule is necessary, as weekend and evening hours are sometimes needed.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)