



## Community & Event Coordinator

**Summary:** The Community Coordinator will manage the coworking community and space at the Arnold Innovation Center (AIC), provide direct administrative support to the team, conduct Conductor event logistics, and manage Conductor office operations. The role will help to facilitate and maintain a vibrant coworking environment and culture, while ensuring high levels of organizational effectiveness and communication to further the Conductor's mission of empowering entrepreneurs, innovators, and makers.

### Responsibilities:

- Oversee and support all administrative duties in the office and ensure the office is operating smoothly
- Manage schedules and provide direct support for the team
- Greet visitors to the AIC and conduct discussions and onsite tours with prospective AIC community members about membership benefits
- Coordinate new member onboarding
- Manage the AIC coworking management software including billing, room scheduling, and other functions
- Maintain the office condition and arrange for necessary repairs, maintenance, and cleaning
- Conduct preparation & logistics of Conductor and AIC events
- Provide logistical and administrative support to ARise & 75Strong programs
- Assist with reporting, invoicing, and budget management
- Other responsibilities as needed or assigned

### Must Haves:

- Excellent time management skills
- Ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Willingness to learn new things and master new skills

### Nice-to-Haves:

- Experience as an Office Manager and/or Executive Assistant

**Reports to:** Program Director

**Location:** This is a full-time, in-person position at the Arnold Innovation Center (1201 Oak Street) in Conway, AR

### Compensation & Benefits:

- Competitive pay
- Employer-sponsored health and dental benefits
- Flexible vacation policy
- Awesome team

The Conductor does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.