

Job Posting

Organization:

MatchBox

coworking studio

Position:

Operations Manager

Community Curator

Location:

17 S 6th Street

Lafayette, IN 47901

Hours:

8:00 a.m. - 5:00 p.m. Monday-Friday 40 hour workweek-schedule may vary upon assignment and includes days, evenings, weekends and holidays)

Salary:

\$1,346.15 - \$1,730.77 (bi-weekly)

\$35,000 - \$45,000 DOQ (annually)

+benefits

We are...

A coworking startup in the heart of greater Lafayette serving developers, designers, strategists, artisans, writers, makers, entrepreneurs, and change-makers of all types. It's more than just a place to get work done. It's a place where like-minded people come to work, collaborate, and grow their businesses. We're a home for creative types.

We are looking for...

A smart, responsible, people-person who is well-connected to the local community to help manage MatchBox. The ideal candidate should be passionate about entrepreneurship, and enjoy meeting and networking with freelancers, startups and small businesses. The Ops Manager will help create and curate a culture focused on supporting members as they grow their businesses.

You will...

Be in charge of day-to-day operations of keeping the space running, clean, stocked and working well; field requests from vendors and partners; oversee events and programming for members; meet and achieve established goals, objectives and metrics; and lead our intern program. You will also manage social media and marketing and keep the website up to date. You will be the first point of contact with new members and all communications. The right candidate will be involved in many aspects of the coworking studio and join MatchBox as a key member of the team.

You should have...

- A bachelor's degree in something
- Serious admin and communication skills
- Business street smarts
- Guerrilla marketing cred
- A practical understanding of management and accounting
- A results driven attitude, be a self-starter and work well in a fast-paced, start-up environment

We will provide...

- Salary of course
- Healthcare Plan
- Parking
- All you can drink coffee
- 100 Desks
- And free access to an absolutely great place to work

Contact us...

Email your resume and cover letter, shoot a video, design a billboard, make an app, or whatever you'd like to do to impress us and send it to: jobs@MatchBoxStudio.org

MatchBox is an equal opportunity employer