

**Impact Hub Seattle**

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**The Company**

Impact Hub is a coworking space that offers open desk memberships, private offices, and event/meeting space to some of the most inspiring individuals, entrepreneurs and organizations in Seattle. Impact Hub offers a unique ecosystem of resources, inspiration, and collaboration opportunities to grow the positive impact of our collective work.

While locally owned, we are part of a network of Impact Hubs around the world from Amsterdam to Johannesburg, Singapore to San Francisco, with 16,000+ members in 94+ locations. For more information about Impact Hub Seattle, please visit [ImpactHubSeattle.com](http://ImpactHubSeattle.com) and to learn more about the global network, please visit [ImpactHub.net](http://ImpactHub.net)

**Position Summary**

Are you someone who enjoys welcoming and connecting people with answers and resources? Do you like managing and directing people and information “traffic”? Are you curious about the social impact scene? We are looking for a morning receptionist to serve as the face of the Impact Hub in Pioneer Square.

We are looking for a detail-oriented person who is warm and welcoming to everyone, yet able to hold firm boundaries. This person should enjoy taking ownership of the space, embrace diversity, and appreciate our neighborhood. They must be able to adopt and maintain systems and tools used for distributing resources and communication to members, hosts, and staff (including Microsoft/Google Office suite, Asana, Slack, Hubspot).

**Duties and Responsibilities**

- Security and customer service - action and reaction when engaging with all lobby patrons, as well as observation and communication with staff, Hosts, and administrators
- Charismatic open-mindedness - welcome all into our community while upholding boundaries, representing the face of the Hub overall; a sense of ownership over the space
- Consistent data management and communication during the busiest part of the day, aligning with the Hub’s long-term goals and vision

**Our Ideal Candidate**

This person will be patient, nurturing, hospitable, confident, charismatic, receptive, good communicator, boundary-holder, and an effective member of a team.

**Compensation**

Hours for this position are perfect for a morning person: 20hrs/wk (4 early hrs/day M-F). Pay is \$18/hr; benefits include PTO and ORCA card.

## How to Apply

Please send your resume and cover letter to [hire@impacthubseattle.com](mailto:hire@impacthubseattle.com) for consideration. Please place your last name, followed by the position title, in the subject line. Position open until filled.

**Impact Hub provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status. All personnel actions, including but not limited to those relating to compensation, benefits, transfers, layoffs, return from layoffs, training, education, and tuition assistance are based on the principle of equal employment opportunity.**