

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 and to learn more about the global network, please visit ImpactHub.net

Position Summary

Are you someone who enjoys problem solving? Do you like managing and coordinating projects while keeping key stakeholders updated? Are you curious about the behind the scenes upkeep of the only social impact driven coworking space in Seattle? We are looking for a facilities coordinator of the Impact Hub in Pioneer Square.

We are looking for a detail- and task-oriented person who is a communicative team player. This person should enjoy hands-on problem solving, and being in communication with staff, members, and guests. They must be able to adopt and maintain the many systems (Microsoft/Google Office suite, Asana, Slack, Hubspot) used for information sharing and communication to members and staff.

Duties and Responsibilities

- Serve as the main point of contact for facilities requests, including internal facilities and IT requests, vendor communication, neighborhood security alerts, and emergency security requests, from members, tenants, staff, and external community.
- Distribute and delegate all requests to the appropriate responder(s) and platform(s), or address independently when appropriate.

Our Ideal Candidate

This person will be communicative (written and verbal), responsive, consistent, agile, comfortable adopting new hardware and software, and an effective member of a team.

Compensation

Hours for this position are flexible within standard business hours M-F, 20hrs/wk. Pay is \$20/hr DOE; benefits include PTO and ORCA card.

How to Apply

Please send your resume and cover letter to hiring@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.