



## **Part-Time Community Associate**

In3 DC, LLC is the operator of the Inclusive Innovation Incubator (In3). In3 is the nation's first affordable community networking, co-working, training and incubation facility intentionally focused on diversity and inclusion. In3 DC offers entrepreneurship & technology training, co-working space, events space, mentorship opportunities and a cross sector experience that bridges the gap between DC's multifaceted education, business and tech industries. In3 DC is committed to creating a collaborative environment where under-represented members have access to the space, resources and services needed to grow a successful business.

We're growing rapidly and operate in a FAST-PACED environment where every individual plays a critical role in our team's success. We are looking for part-time candidates with flexibility to work days or evening 5-9pm shifts during the week. Weekend shifts are also available. The ideal candidate will be a professional, motivated team player eager to work closely with our team to identify opportunities that will enhance our membership, events and partnership opportunities as well as grow our brand. Responsibilities include, but are not limited to:

### **Responsibilities**

- Perform front desk reception duties to include supporting daily operational needs, conducting tours, greeting visitors, and addressing member needs and questions
- Create a welcoming and collaborative In3 community environment
- Support projects related to membership business development, growth and marketing
- Work on a collaborative team to grow In3 network through integrated marketing campaigns, social media, conference/meeting attendance, community outreach and other proactive outreach methods/opportunities
- Assist with events and perform other special projects and duties as assigned

### **Requirements**

- College graduate with a four year degree preferred, but not required
- Customer service and/or sales experience a plus
- Positive attitude, team-oriented with ability to adapt quickly to changing priorities and thrive in a fast-paced environment
- Excellent organizational and communication skills, both written and oral
- Strong work ethic, dependable, responsible and independent thinker
- Share In3's mission and passion for the entrepreneurial community we serve
- Proficient in Google suite of apps including Google Drive

### **Salary: \$15/hour**

If interested please send a resume to [info@in3dc.com](mailto:info@in3dc.com). Please include "Part-Time Community Associate" and your name in the email subject. Include a summary of your experience, interest this position and salary requirements in your cover letter.