



## Community Relations Specialist



Spaceworks Tacoma is seeking an enthusiastic Community Relations Specialist to grow and support our community of more than 400 artists and creative entrepreneurs. Through a business incubator, artscapes, coworking and a variety of special projects, Spaceworks offers a diverse portfolio of services to Tacoma businesses. Beyond our direct program participants, there are also volunteers, donors, and partners who make up our creative community. This position will nurture those relationships so that Spaceworks can continue to offer high-quality programs and reach those we are not yet serving.

### Qualities and Experience

The ideal candidate is a people-person and connected to Tacoma's arts and/or business community. Recent graduates and those with 1-3 years of professional experience are encouraged to apply. Candidates should have some experience in any of the following:

- Volunteer management and support
- Marketing
- Communications
- Community organizing
- Fund development

As this is an early career position, attitude and potential is more important than technical knowledge (e.g., how to use Salesforce); candidates should have a positive outlook, thrive in a fast-paced and dynamic professional work environment, and desire to learn new skills and grow one's career. Competitive candidates should demonstrate clear written and oral communication skills, the ability to manage multiple projects and deadlines, and a commitment to diversity and equity. The candidate should be passionate about making Tacoma a great place to live and work.

### Essential Duties

- Volunteer support and program development
- Alumni support
- Coworking recruitment and tenant support
- Special event coordination
- Assistance with donor relations
- Communications: social media, website, info sessions

## **Compensation**

This is a non-exempt position. The position is full-time, 40 hours/week (less than full-time work will also be considered). Compensation is \$16.80/hr. While the position requires availability on nights and weekends, there is otherwise a fairly-flexible work schedule.

- 401(k)
- Short- & Long-term disability insurance
- AD&D insurance, dental insurance
- 10 paid holidays, 16 days of paid time off
- ORCA transit pass
- Eligibility for the Live Downtown Program

## **License/Certifications/Special Requirements**

- Bachelor's degree preferred and/or related experience
- High-school diploma or GED required
- Proficient with MS Office Suite

It is the policy of the Tacoma-Pierce County Chamber that employment decisions are based on merit, qualifications, and competence. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race; religion; color; national origin; age; sex; genetic information; the presence of a sensory, physical, or mental disability; marital status; military status; sexual orientation; gender identity; actual or perceived victims of domestic violence, sexual assault, or stalking; or on any other basis protected by federal, state, or local law. This policy governs all aspects of employment, evaluation, promotion, assignment, discharge, and other terms and conditions of employment.

The Tacoma-Pierce County Chamber encourages people from diverse backgrounds to apply.

This position will be open until filled. The application period will be rolling with the first review including all applicants submitted by October 26, 2018. To apply, please send a single PDF file that includes a cover letter and resume to:

**Kathi Serna – Executive Assistant**

[HR@tacomachamber.org](mailto:HR@tacomachamber.org)

or mail to:

**Tacoma-Pierce County Chamber**

**Attn: Kathi Serna**

**PO Box 1933**

**Tacoma, WA 98401**

**For more information about Spaceworks, please visit:**

**[www.spaceworkstacoma.com](http://www.spaceworkstacoma.com)**