Overview

The Posner Center for International Development (www.posnercenter.org) is a 5-year old nonprofit organization with a mission is to convene, connect and catalyze the international development community to collaborate for greater impact.

We are also home to Colorado's international development community, with over 60 Tenants in our 25,000-square-foot shared space in the historic Curtis Park neighborhood of Denver and more than a hundred more who are Posner Center Members.

We are seeking an enthusiastic, personable, and customer service-oriented part-time contactor to provide concierge services to Posner Center's Tenants and visitors to maintain a healthy, happy, and vibrant community.

Responsibilities

The Community Concierge will be responsible assisting the Community Manager in providing community relations services to include:

Tenant Services

- Addressing daily Tenant needs;
- Assisting with ordering and stocking of building supplies;
- Assisting with Mailroom management;
- Light building cleaning, maintenance and repair, e.g.:
    o Common areas and community kitchen cleanup;
    o Maintaining equipment and cleanliness of meeting rooms, bathroom facilities, etc.; and
- Assisting with conduct of Tenant training on shared audiovisual technology resources.

Visitor Services

- Staffing the front desk, assisted by digital receptionist technology
- Assisting with visitor requests and conduct regular and *ad hoc* building tours for visitors; and
- Receiving and administering incoming phone calls and voicemails.

Community (Member) Program Services

- Assisting with Member training on shared audiovisual technology resources; and

- Assisting with Member space rental requests, and staffing occasional weekday evening/weekend opening/closing of events, dependent on the contractor's willingness and availability.

Desired Qualifications
- Experience in community management or community relations, that may include experience in the customer service industry, tenant management or related field;
- A strong customer-service orientation and a desire to create an effective and efficient work environment for others;
- Strong attention to detail;
- Proactive approach to identifying and solving problems;
- Ability to work efficiently and prioritize tasks;
- Basic administrative skills, including use of email and spreadsheets;
- Basic light maintenance and repair skills;
- Experience in event staffing or management; and
- Experience working with audiovisual equipment or a technical aptitude.

Anticipated Start Date
July 2019.

Compensation, and Schedule
This is a part-time contracted position at $15-$17/hour (depending on experience) 15-22 hours per week, with a mandatory schedule of approximately 1pm-5pm, Monday-Friday. Staffing of occasional weekday evening/weekend events will be dependent on the contractor's willingness and availability. Note that the Posner Center is currently closed for nine holidays each year. No medical/dental or other benefits are provided with this contracted position.

How to Apply
Applicants should send a resume and cover letter describing their interest in the position and relevant experience by **5pm, 31 July 2019** to burke@posnercenter.org

Please include "[Your Name] – Community Concierge" in the subject line. Applications will be reviewed on a rolling basis. Incomplete applications will not be considered. **No phone calls.**

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The Posner Center is dedicated to providing a productive, welcoming, collaborative, and inclusive environment for all users of our shared space, including, without limitation, our Tenant and Member organizations, their employees, contractors, volunteers, interns, and guests. We are an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, national origin, ancestry, disability, marital status, military status, sexual orientation, gender identity, or gender expression. All qualified candidates are encouraged to apply.