



HATCHSPACE

A Community Woodworking Shop and School

JOB DESCRIPTION

TITLE: Program Assistant

REPORTS TO: Community Learning Manager

STATUS: Part-time hourly, 20HRS/WK

COMPENSATION: \$22.50/HR

JOB SUMMARY

The Program Assistant fulfills an important role at HatchSpace, providing support to the Education Manager in growing the organization's community impact through learning programs. This on-site position serves as a support person for the day-to-day activities of the Education Manager with occasional direction from the Executive Director. The position will require the assistant to work evening and weekend events from time to time. This is an entry level position with significant room for growth. This position reports to the Education Manager.

JOB REQUIREMENTS

The ideal candidate should be detail-oriented, work well with direction and minimal supervision, and an entrepreneurial problem-solver. HatchSpace is looking for someone with excellent communication and a customer service orientation. The successful candidate will be able to manage a portfolio of recurring weekly and monthly tasks along with last minute assignments. A high school diploma (or equivalency) is required and a Bachelor's Degree (or relevant work experience) is preferred. Experience with data entry, Google tools, and social media is required. Experience within a membership organization or within a hands-on learning environment is a plus.

Specific Responsibilities

- Post class listings to HatchSpace's online course catalog
- Track submissions related to course proposals and development
- Prepare monthly newsletters and promotional assets to expand reach
- Assist in answering routine inquiries by phone and email
- Maintain an inventory of class materials and supplies

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- Prepare roster folders prior to the start of classes
- Perform other duties as assigned
- Work with HatchSpace staff on special projects

SKILLS AND QUALIFICATIONS

- Working hobbyist/artist preferred
- A welcoming and inclusive disposition
- Hard working, with an affinity for multi-tasking
- Well-organized with an attention for detail
- Strong communicator with excellent writing skills
- Naturally curious with an appetite for learning
- Solid team player with flexibility and ability to pivot

PHYSICAL DEMANDS AND WORKING CONDITIONS

- HatchSpace is a community woodshop; it can be loud and full of distractions
- In-person and online meetings are required from time to time
- Ability to remain standing and/or moving about for a prolonged period of time
- Ability to navigate small shops and obstacles
- Some lifting and moving of materials - up to 25lbs - is required from time to time

ABOUT HATCHSPACE

HatchSpace is a shared space for woodworking. We are an 8,000 SF community workshop where we spark and nurture creative expression and lifelong learning within a supportive community environment. We foster the conditions for exploration, independent work and group collaboration necessary for anyone to build beautiful things with wood. Through a growing roster of programs and activities, our impacts include personal development, livelihood support, and community well-being.

Our mission as an inclusive, not-for-profit workshop is to celebrate and advance the learning, practice and cultural varieties of woodworking. We strive to provide anyone with access to the tools and training necessary to develop creative confidence and build the things they love.

HatchSpace is an equal opportunity employer. We welcome, value and celebrate

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diversity and are committed to creating an equitable and inclusive environment for all employees.

To apply, please send a cover letter to hello@hatchspace.org attn: Lars Hasselblad Torres, Executive Director. Be sure to outline your interest in the position, your most relevant professional highlights and skills, and how this position fits into your personal and/or career goals.

The position will be advertised until it has filled. The successful candidate will be expected to begin work within two weeks of acceptance of an offer. For more information about HatchSpace visit <http://hatchspace.org>.