

Job Description: Community Engagement Specialist

Salary: \$20-25/hour DOE **Benefits:** PTO **Reports to:** EVP

Overview

The **Tucson Small Business Center**, located in the historic **600 South Meyer** building, provides resources for small business owners in the form of financial, social, and knowledge capital, with bilingual support. We are dedicated to cultivating a resilient and equitable Arizona through investments in climate and local economic resiliency. This space serves as a hub for innovation, a launchpad for dreams, and a gathering place for community growth.

Job Summary

The **Community Engagement Specialist** will serve as both the wayfinder and welcome committee for the Tucson Small Business Center. Additionally this role will oversee daily operations, vendor and tenant relations, and event coordination to ensure the Tucson Small Business Center operates efficiently and remains a welcoming space for tenants and visitors.

Key Responsibilities

- **Welcome Desk Support:** Imagine a “Mac Genius Bar” for small businesses. As the community enters the Tucson Small Business Center, the Community Engagement Specialist will greet them and assist them.
- **Event Coordination:** Ensure that our community space is vibrant, bustling, and operating seamlessly. This role will leverage technology to oversee scheduling and booking for the community space and setup for workshops, meetings, and events. Onsite for open office hours and scheduled workshops and events.
- **Facilities Coordination:** Support the EVP in building operations, coordinating maintenance and repairs, and monitor supplies
- **Tenant Relations:** Serve as the point of contact for tenants and support a positive tenant community.
- **Vendor Relations:** Coordinate vendor contracts and ensure timely completion of work.
- **Compliance and Safety:** Ensure compliance with local permits, ADA, and OSHA regulations.
- **Team Support:** This role is “air traffic control” for our team, stepping in to assist with solutions as needs arise to ensure our team is operating efficiently and effectively.

Required Qualifications

- A passion for entrepreneurship, community-building, and place-making
- 3+ years customer service experience.

- Strong technology skills are a must as we leverage a variety of programs including Slack, Canva, Booking Software, Asana, Google Suite
- Strong organizational and communication skills.
- Exceptional organizational, event planning, and detail orientation skills

Preferred Qualifications

- 2+ years of facilities or property management experience
- Social media and communication skills
- Experience with vendor or tenant relations.
- Familiarity with ADA or OSHA compliance.
- Bilingual in Spanish and English

Work Environment & Schedule

This role is based **in-person** at the Tucson Small Business Center, with free onsite parking. The schedule is **20-25 hours per week**, varying based on events and tenant needs.

Compensation & Benefits

Hourly pay of **\$20-25/hour**, based on experience, with PTO provided.

This job description is subject to change, and the organization reserves the right to revise as needed.

To Apply

Please submit a resume and cover letter to admin@tucsonida.org. Applications accepted on a rolling basis.