



## Host & Community Leader

🌟 We're Hiring: Host & Community Leader @ Launch Coworking

**Location:** Southside, Exchange (as assigned / floating)

**Type:** Part-time / Hourly

**Start Date:** Immediate

**Work Hours:** Monday–Friday, 8:30 AM to 5:30 PM

**Work Environment:** On-site only

### About Launch

Launch is more than just a coworking space — it's a community. Across our two locations, we offer workspace, meeting rooms, and event venues where entrepreneurs, creatives, remote professionals, and small teams come to work, grow, and connect. We believe that great people build great businesses, and everything we do is designed to create a workplace experience that feels like home — productive, supportive, and full of possibility.

### Who We're Looking For

We're looking for a **Host & Community Leader** who can float across our two locations or be dedicated to one, based on operational demand. If you're passionate about people, thrive in dynamic environments, and love playing the role of connector and concierge, you might be the next Launch team member we're looking for.

### You'll love working at Launch if you're:

- Happy, helpful, and friendly
- Curious, proactive, and intuitive
- Reliable, accountable, and thorough
- A self-starter who thrives in fast-paced environments
- Flexible and eager to contribute wherever needed

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### 🌟 Your Role: Host & Community Leader

As the Host & Community Leader, you are the welcoming face, go-to resource, and heartbeat of our space. Your day is driven by interactions — big and small — that make our members and their guests feel connected, supported, and at home.

### Core Responsibilities:

#### 🎉 Community Engagement & Hospitality

- Greet members, guests, and prospective clients with energy and warmth
- Create positive first and lasting impressions for everyone who walks through our doors
- Triage and respond to all on-site questions, issues, or requests



- Assist members with day-to-day needs and provide top-notch service

### Space Experience

- Monitor and maintain the cleanliness, organization, and ambiance of your location
- Perform light tidying, restocking, and reporting of any facility issues

### Sales & Tours

- Support our Sales Leader with on-site tours and sales activities
- Help create a seamless and professional sales experience for prospective members and clients

### Marketing Support

- Capture photos or short videos of daily moments or events to contribute to our content strategy
- Share observations, ideas, or stories that could become content for social or newsletters

### Events & Community Programming

- Assist with the setup, hosting, and breakdown of Launch-led and third-party events
- Bring ideas for events or community activations that build member engagement

### General Operations

- Support other team members in daily operations and unexpected needs
- Be ready to float between locations as needed to provide backup and coverage

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### Experience & Values We're Looking For:

- Experience in hospitality or customer service is essential
- Experience with events, sales, or marketing is a bonus
- Entrepreneurial mindset — you take initiative and adapt quickly
- Professional, punctual, reliable, and positive
- Enjoy being on your feet, multitasking, and engaging with people all day

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### Perks & Compensation

- Dynamic, supportive, and high-energy team culture
- Access to an incredible community of members and creators
- Endless coffee and tea. Beer and wine (in moderation!)
- Flexible scheduling (with the understanding that this is a fully on-site role)
- Remuneration will be commensurate with qualifications and experience
- At present, there are no formal health benefits

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### Apply Now

Think this sounds like a fit? We'd love to hear from you!  
Visit [launchcoworking.ca/join-our-team](https://launchcoworking.ca/join-our-team) to apply.

We appreciate your interest — only candidates selected for an interview will be contacted.