

Bridge Space Community Manager

Position Overview

The Community Manager at Bridge Space is the heart of our operation and the face of everything we stand for. You're the go-to problem solver who knows our members personally, shows up for our events, and makes real connections in our community. You'll manage every aspect of what makes Bridge Space work, from member relationships and sales to operations and community engagement. This is a fast-paced, dynamic role that blends hospitality, business technology & systems, event and office rentals, content creation, and facility management. If you thrive on variety, genuinely care about people, and get energized by building community, this is your role.

About Bridge Space

Bridge Space is a business community built for entrepreneurs, small companies, and professionals who want flexible workspace, networking & connections, and support from people who get what it takes to grow a business. We're not just office space. We're where businesses find resources, build relationships, and accelerate growth. Our members are the soul of what we do, and we're committed to creating an environment where they thrive.

The Right Fit

You'll succeed at Bridge Space if you:

- Enjoy people and a proactive communicator
- Detail-oriented for membership, systems, and billing
- Work well independently
- Comfortable with switching hats between facilities, member relations, and technology
- Work well of processes and checklist

Primary Responsibilities

Member & Community Relationships

- Build and maintain relationships with current and prospective members
- Conduct daily tours for prospects, understand their business needs, and position how Bridge Space solves their problems
- Greet members daily, be present in the community, attend member events and functions

- Serve as the bridge between members and Bridge Space leadership on any questions, concerns, or needs

Sales & Business Development

- Generate leads and conduct outbound sales to prospective members and corporate clients
- Book and sell membership packages, office units and coworking
- Sell and manage conference room, event space, and meeting room bookings
- Handle pricing, contracts, and onboarding

Membership & Operations Management

- Manage the complete member lifecycle: onboarding, lease agreements, account changes, billing updates
- Process and organize membership paperwork, lease documents, and confidential member information
- Track membership status, handle renewals, and manage invoicing and payment processing
- View, generate, and analyze reports on membership, revenue, bookings, and member trends
- Ensure all documentation is organized, secure, and compliant with confidentiality policies

Event Planning & Community Programming

- Plan, organize, and execute member events: happy hours, networking events, educational sessions, lunches, workshops
- Coordinate public-facing events: open houses, ribbon cuttings, grand openings, community celebrations
- Create memorable experiences that strengthen community bonds and attract new members

Marketing & Brand Communication

- Understand and represent the Bridge Space brand authentically in all member interactions
- Manage social media posting and community engagement on platforms like LinkedIn, Instagram, and Facebook
- Create engaging written content: event announcements, member spotlights, community updates, creative marketing copy
- Support marketing initiatives and promotional campaigns as needed
- Capture and share member stories and accomplishments to celebrate our community

Facility Management & Maintenance

- Utilize a checklist to keep the facility presentable and tidy.

- Monitor inventory of cleaning supplies, facility supplies, and restocking needs
- Handle basic facility maintenance tasks and coordinate with vendors for larger repairs
- Set up meeting rooms, conference spaces, and event areas according to member needs.
- Deliver mail and packages to members, and manage mail distribution
- Identify facility issues and communicate them to leadership for resolution

Technology & Systems

- Proficiently use membership software, booking platforms, and key business tools
- Navigate Google Workspace (Docs, Sheets, Drive) and basic tech platforms comfortably
- Manage email, calendar, scheduling, and communication systems
- Learn new software and systems quickly, troubleshoot basic issues, and ask for help when needed
- Utilize CRM's, Membership software, Lobby Checking, Security Systems, and Door Schedules.

Required Skills & Qualities

Strong Communication

- Excellent writing skills for emails, social media, event descriptions, and marketing copy

Sales & Relationship Building

- Comfort making outbound sales calls and pitches without hesitation

Attention to Detail

- Organized approach to paperwork, documentation, confidentiality, and data management

Willingness to Learn & Adapt

- Comfortable learning new systems, software, and processes; able to handle challenges that come up

Work Style

- Self-motivated and organized; able to prioritize and work independently

General Business Skills

- Solid proficiency with computers, spreadsheets, and standard business software

Nice to Have

- Previous experience in coworking, shared office, or membership-based business, or (alternative and perspective similar fields)
- Event planning or hospitality background
- Sales experience or comfort with CRM systems
- Social media management experience
- Familiarity with local business community in our area

What Matters Most

We're not looking for perfection on paper. We're looking for someone who:

- Cares about people and community, not just transactions
- Is confident enough to make sales calls but humble enough to keep learning
- Can handle a day that includes: giving tour(s), planning an event, fixing a facility issue, and increasing new member sales.
- Sees Bridge Space's mission and gets genuinely excited about it
- Brings positive energy and shows up ready to solve problems

Why You'll Love Working Here

- You're not trapped behind a desk. Every day is different and dynamic.
- You'll build real relationships with members, not just process transactions.
- Your work directly impacts how our community grows and thrives.
- We value your ideas and encourage creative problem-solving.
- You're part of something bigger than just managing an office space.

Ready to become the heart of Bridge Space? Let's talk. Email resume to: [Brao@bridgespace.us](mailto:brao@bridgespace.us)

Compensation

The position is open immediately. We prefer a full-time position. However, for the right person, we would consider a part-time position, ranging from 25 to 30 hours a week. This position is a 1099 position, and compensation is based on the scope of work, experience, and the number of hours weekly. Range \$18 to \$30 an hour. Hours are flexible/negotiable, approx 9 to 4:30pm, there are times when on board an event that might be earlier or later from time to time. Email resume to brao@bridgespace.us. Please add "BS Community Manager" in the subject line. Do not fill out a form on our website; candidates who do this will be eliminated from consideration.