

Associate Director of Community Engagement

Full-time position at Render Free

Who we are

Render Free is a growing collective, boutique coworking space and wellness club that supports the healing journey of self-identified Black and Brown women. We offer space for integrated work and rest, self-care and collective healing by featuring local wellness practitioners, offering 1:1 member care coaching and facilitating group Solidarity Sessions. All of Render Free is guided and informed by belief and commitment to these values:

- **Anti-racism** - We will continue to intentionally create and maintain a business that upholds policies that combat preexisting anti-Black racist systems which result in societal inequalities particularly at the expense of Black + Brown bodies.
- **Wellness** – We will actively resist the temptation to prioritize productive performance over people. Instead, we create opportunities for clear communication so that the human needs of all employees and members might inform our decision making.
- **Community connection** – By committing to care for one another and understanding community to be an integral part of the fulfillment of our mission, we will embrace opportunities for relationship, laughter and connection.
- **Internalized dignity** – We reject the oppression of internalized racism and commit instead to reminding one another that all have inherent worth.

The vision of Render Free is to contribute to a collective shift in society, in which all live by this truth: that Black and Brown women are worthy of our communal support and deserve to be well and free.

Startup Life

As an evolving second-year startup, Render Free is dedicated to innovating with intention as we create a lasting and sustainable community resource. Render Free is an enterprising startup with sincere passion and a small but powerful team of individuals – emphasis on small. The recipient of this position will have the unique opportunity to influence the growth of this mission-driven, community-centered start-up and to contribute to a deserving endeavor making cultural change.

You are the perfect candidate if...

You are the perfect candidate for this position if your passion for supporting the collective healing and connectivity of Black and Brown women is matched only by your proven track record for getting things done. We are seeking an individual with deep roots in the community who can orchestrate outward facing mutually beneficial partnerships while taking full responsibility for day-to-day activities related to the success of our membership community. Significant focus to be given to developing Render Free's service culture and member experience. The recipient of this role will touch nearly every aspect of Render Free, from ordering the supplies that fill our workspace with a sense of intention to curating programs to be presented to our members and community at large.

- 2+ years of hospitality experience, community building, customer service, events or sales
- 2+ years of experience in a start-up work environment preferred
- Experience managing volunteers and clearly communicating expectations
- Strong creativity and communication skills, proficiency in content creation, creative writing
- Ability to connect well with people; warm and approachable
- Ability to communicate upwards the needs of the volunteers and members
- Leadership skills to motivate and develop volunteers and to ensure the accomplishment of goals
- Ability to set priorities, plan, organize and delegate
- Must be able to work in front of a computer screen for up to 5 hours per day
- Adaptability to changing situations, take direction and manage time/projects to completion
- Motivated self-starter/creative problem-solver, able to work with minimal supervision
- Proven ability to plan and manage operational process for maximum efficiency/productivity
- Must be able to seize, grasp, turn and hold objects with hands
- Must be able to work stationary for at least 8 hours
- Must be able to move, pull, carry or lift at least 40 pounds
- Occasionally kneel, bend, crouch and climb as required

Why this position matters

The recipient of this position will join Render Free at an integral and foundational time. We are preparing to relaunch in a new location. This relaunch will support the expansion of Render Free's existing offerings. In the coming months, the Associate Director of Community Engagement will support the CEO in the conclusion of an active fundraising campaign while leading the reimplementation and improvement of offerings and programs referencing data from Render Free's proof of concept. In congruence with the CFOO, the Associate Director of Community Engagement will reconstruct and implement programming, offering and hospitality infrastructure that elevates members' experience for the relaunch and beyond.

Job Overview

We are seeking an emotionally intelligent, detail oriented and community-focused person to support the management of Render Free's new location. The recipient of this position will be the point-person for all front-facing logistics, such as the members' experience of our space, events, local partnership with BIPOC business, wellness practitioners and social media management. The Associate Director of Community Engagement will oversee the recruiting and supervision of members participating in our Ambassador Cohort. This will involve coordinating volunteer hours, ensuring task completion and investing in participants with an intention that invites personal healing and growth with the support of our CEO.

Responsibilities will include (not limited to):

Assume full responsibility for creating a positive environment in the lounge + workspace including inventory and atmospheric management of the space
Partner with staff to ensure membership retention targets are met and retained through curating experiences, events and ongoing communication
Provide warm, thoughtful, solution-oriented member support
Manage communication with general public (collaboration requests, practitioners, vendors)
Direct Ambassador Cohort program
Maintain rhythm of communication (social media, newsletter, member engagement)
Manage content consistent with brand and voice for all forms of marketing

Compensation & Benefits Details

Salary: \$45,000 - \$55,000

\$300-420 monthly health reimbursement coverage

Contingent annual increase salary available within first year

Paid Time Off: 25 days per year (15 paid closure, 10 discretionary days)

Paid Holidays: 11 paid holidays, 2 paid floating holidays

Paid Closures: 3 weeks of paid, organization-wide closes. Render Free closes for the first two weeks of July to observe a team sabbatical and for the last week of December.

Location: Through the remainder of 2022, you will have the flexibility to work remotely, with a collaborative workspace made available to you 5 days/weekly for your convenience. At the reopening of Render Free's workspace (2023), the Associate Director of Community Engagement must have the flexibility to work amongst members or within our staff office.

Ability to be onsite 5 days/week (Minneapolis, MN)

Ability to attend in-person meetings onsite (Minneapolis, MN)

Flexible with schedule as it may shift or change to support in-person events (including some weekends).

How to apply

Email contactrenderfree@gmail.com

Application deadline: November 5th, 2022

Cover Letter: 2-3 paragraphs telling us why you're interested in this position and why you want to be a part of the Render Free team. Give us a sense of the work and lived experience that you feel has prepared you for this role. Please include and attach a resume and application (download below) with all relevant experience.

Subject Line: Associate Director of Community Engagement_Your Name

An important note about Render Free at this time

Render Free is currently in a growing and transformation process. You can learn more about this current phase of our membership development here. A big part of this growth is supporting the longevity of our leadership. Our Chief Executive Officer, Arielle Grant, will be stepping away for maternity leave spring of 2023. This reprieve aligns with a recurring sabbatical that will be observed annually. Currently, the responsibilities of the Associate Director of Community Engagement position are met by the CEO. It's our hope that this new position will have time for intentional onboarding alongside Arielle, whose duties will be reallocated by the CFOO and Directory of Community Engagement. The initial goal of this position will be the undertaking of established activities, while making improvements as we grow and build by working collaboratively and independently.