



## **The Makery Coordinator (Part time)**

**Job Title:** Makery Coordinator

**Employer:** P. A. Hannaford Career Center Adult Education

**Location:** 51 Charles Ave, Middlebury, VT

**Employment Classification:** Part time, averaging 8 hours / week

**Reports To:** Adult Education Coordinator

**Purpose of the Job:** This position will be responsible for logistical support, organization and coordination for The Makery, a public-access maker space serving Addison County

### **Essential Functions & Responsibilities:**

- Promote the Makery in the community through marketing, outreach and strategic partnerships
- Schedule and manage member signup, payments, special events, classes and safety training courses
- Schedule and manage adequate Mentor coverage including recruiting and onboarding of new Mentors
- Manage member experience including signups, payments, and trainings through Wild Apricot
- Maintain and update appropriate policies, procedures and membership
- Develop reports, press releases, and other written and electronic documentation in support of efforts directed by The Makery steering committee to improve access and funding
- Ensure consistent presence at the point of entry during Makery hours to greet current and potential Makery Members, collect payments, provide information and direction as needed

### **Qualifications, Knowledge & Skills:**

- Experience working with the public in retail, public relations, education, or human services
- Strong organizational, interpersonal and communication skills
- Ability to learn operations software including Wild Apricot and Constant Contact.
- Passion for and experience with entrepreneurship and/or small scale hand or digital craft

### **Working Conditions & Environment:**

The Makery is currently open Thursday evenings from 5PM to 9PM at Hannaford Career Center main campus. Other hours worked can be remote and flexible.

**Background Check and Mandated Reporting:**

Hannaford Career Center is committed to the safety of our students and staff. A confidential, national criminal records check will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based on the background check. All Hannaford Career Center staff are required by the state to be mandated reporters of suspected neglect or abuse.

**Compensation:**

**Pay Status:** Hourly, paid biweekly

**Starting wage:** \$18-\$22/ hr

**Benefits:** None

**Anticipated Start Date:** Immediately

**TO APPLY:** Send a cover letter, resume and three professional references electronically to: David Roberts; droberts@pahcc.org

The P. A. Hannaford Career Center is an Equal Opportunity Employer