

**Town of Manchester  
List of Duties  
Part time Work\_Space Associate**

**\$ 15 per hour – 10-15 hours per week  
Hours will vary as we host events  
as early as 7:00 a.m. and as late as 10:00 p.m.  
Monday –Saturday.**

**Duties:**

This position supports the Coworking and Meeting Center Space at 901/903 Main Street

- Set-up for events (involves moving furniture and preparing technology).
- Cover the reception desk, greet visitors, and provide tours.
- Clean common spaces to ensure a neat and hospitable environment.
- Light data entry and processing forms to help us book meetings and events and track our membership, customers and visitors.

**Knowledge, Skill, and Training:**

- Knowledge of basic clerical tasks and procedures. Ability to use a computer and related technology.
- Ability to work independently on a variety of assignments.
- Ability to handle difficult and varied situations with employees and/or the public.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, customers, and the general public.

**Physical Working Conditions:**

- Moderate to strenuous physical effort may be required including frequent lifting, bending, standing, climbing and walking. May be required to move (push, pull, lift) objects weighing 25 to 100 pounds.

**Minimum Training and Experience:**

- High School Diploma or equivalent, some general office experience, strong computer skills and experience working with the public.

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at will basis. The Town may terminate the employment relationship at any time and for any reason.