



Fall 2015 Student Internship JOB DESCRIPTION for OPERATIONS INTERN

CONTACT:

Ken Causey, 336-210-3420, kenc@hqgreensboro.com

April Harris, 336-686-0288, aprilh@hqgreensboro.com

HQ Greensboro is seeking student interns for Fall semester 2015. These individuals will assist in coordinating events at HQ Greensboro, an 11,000 square foot shared workspace for entrepreneurs located on Lewis Street in downtown Greensboro.

This internship provides the opportunity to work first-hand with a small team on an exciting new venture. Hours are flexible, however, expectations will be high. The ideal candidate has excellent interpersonal and communication skills, a high degree of proficiency with online marketing tools, ability to multi-task and a strong work ethic.

Interns should preferably major in Management, Business, Recreation or Operations. We are looking for someone who is detail oriented, self-motivated and has strong customer service skills.

Primary Responsibilities

- Assist the Resource Manager in running and providing stability to the HQ facility
- Maintain databases to optimize resources essential to company operations
- Provide an excellent customer service experience to HQ members and tenants
- Build relationships with both existing and potential vendors and sponsors
- Execute procedure, policy and protocol adjustments based off of member feedback
- Dedicate 5 working hours per week to the front desk

Interns receive complimentary 3 months co-working membership at HQ Greensboro after satisfactory completion of their internship.

HQ Greensboro: 111 West Lewis Street

111 West Lewis Street retains much of the character of its original 1898 stable and carriage house structure, featuring exposed brick walls, original wood, and support beams. This flexible space includes:

- more than 20 private offices of varying sizes,
- 3-4 meeting and conference rooms,
- 2 outside patios,
- cafe space with a full-service kitchen and bar,
- co-working space with desks, and
- collaborative “soft space” with sofas, chairs, tables.

As a shared workspace for entrepreneurs, HQ Greensboro will address two challenges that entrepreneurs face: building a trusted support community and gaining access to flexible office space.

HQ Greensboro plans a tie-in with the adjacent makerspace property The Forge, potentially co-hosting events and classes and sharing membership benefits.