Downloaded from <https://www.velvetjobs.com/job-descriptions/community-lead>

# Example of Community Lead Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of community lead. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for community lead

* Ensure that team members are adhering to all established company policies and procedures
* Confirm that team is communicating with internal and external customers appropriately and in a timely fashion
* Responsible for the performance management of the Community Manager team to include training, coaching, corrective action, in partnership with Human Resources and the Community Director
* Ad-hoc reporting and/or projects as needed
* Train Community Associates and other Community Leads at your location to give effective tours and sales pitches for those occasions when you are unavailable to tour
* Prepare and maintain assigned building floor along with additional areas assigned to team (patio space, event set up/break down, elevator, track)
* Deep clean assigned offices on a 6 day rotation outlined by Community Management team
* Remove garbage from assigned floor, run mugs through dishwasher and unload
* Prepare and lock cold brew kegerators
* Comply with all safety policies and procedures relating to performance of tasks and/or use of supplies

## Qualifications for community lead

* General knowledge of financials, budgeting and accounting practices
* Proficient knowledge of Microsoft Office (Word, Excel, Outlook)
* Professional communication skills (phone, interpersonal, written, in-person, verbal)
* Bachelor’s Degree preferred, or five years of relevant industry-related experience
* Prior experience in new home construction, sales or HOA management required
* Bachelor's degree in Business Administration and/or Marketing or equivalent experience