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# Example of Community Lead Job Description

Our innovative and growing company is searching for experienced candidates for the position of community lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for community lead

* Ultimate responsibility for all initiatives in your area of expertise (sales or hospitality)
* Mentor Community Associate team and manage team growth
* Maintain WeLive brand standards in your building
* Work with an extended communications team in APAC and around the world, cross-functionally
* Spearhead alongside Member Experience a well-planned programming of Community Events for the Tri-State community
* Build and implement event strategy for regional communities including budgeting, processes, partnerships, and programming
* Conduct research for the team as it related to venue search, themes, vendors, sponsors, partners, caterers, trends
* Coordinate with Brand, Email Marketing, A/V, Ops and Security for internal and external event needs
* Manage interdepartmental projects related to community events, and signature community events including promotion, awareness, and analysis
* Assist CM Teams in development of various outreach and community programs

## Qualifications for community lead

* Excellent business sense, problem-solving, project management, and organization skills
* Self-directed, with the ability to define your own work and processes
* Must be able to lift, bend, stand, and travel up to 30% of the time
* Located near one of our US hubs, San Francisco Bay Area, Indianapolis, or Chicago preferred
* US military veteran or military spouse with knowledge and understanding of the military branches, life in the military, and transition to the civilian workforce
* Proven Team Player - ability to work with a team, manage a team, and achieve daily and monthly goals