Our company is growing rapidly and is looking for a community support. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for community support

- Managing Community swag store including shipping and stocking
- Reviewing, tracking, and updating administrative processes to help scale
- Facilitating program reimbursements and following through with Accounts Payable with any overdue invoices
- Sending and updating documentation to new community leaders
- Managing administrative community program processes
- Running basic reports on community and program engagement
- Creating and deactivating new community users (both internal and external)
- Working with the community team for overall program administrative needs
- Coordinate with platform vendors
- Provide leadership and strategic direction in the development of policies, procedures and goals of assigned community activity services

Qualifications for community support

- Available to work full-time, including evenings and weekends
- Work time will be shift based totalling 40 hours per week
- Weekend and weekly evening shifts are required
- Skilled at handling many complex and urgent issues at once to efficiently solve a large number of inquiries
- Available to work flexible hours also on the week-ends
- Skilled at handling multiple issues at once to efficiently solve a large number of enquiries