

RAINFOREST ALBERTA

About Rainforest

Rainforest is a community driven movement of people dedicated to building the innovation ecosystem in Calgary and Alberta. We are made up of entrepreneurs, advisors, mentors, coaches, investors, cheerleaders, champions, innovators, and volunteers. We are inclusive and are working towards improving the culture of building start-ups in Calgary. Operating with a social-contract of ten values, our goal is to increase the number of startups by creating and supporting opportunities for faster access to resources, free-help, services, and programming. Our goal is to develop relationships amongst the community, not just a network of transactional moments.

About the You and the Role

As Co-Community Manager you are multifaceted with a range of talents, interests, and skills. Most importantly you're people-focused, flexible, and are a self-starter. To the position you bring problem solving skills and an entrepreneurial mindset of being innovative, iterative, and resource driven. You bring experience in working with teams of people, collaborative project design and implementation, entrepreneurship, and community building. You're comfortable speaking to large groups of people both online and in-person but can also work one-on-one with others.

Supporting the Calgary Innovation Coalition's mandate for 1000 start-ups by 2031, the Co-Community Managers get to work with and in the community to help drive this number in a manner which isn't prescribed. The role allows for you to bring your passion and ideas for supporting the Calgary tech and innovation community in a open-ended and creative way, allowing for initiatives, programs, and events to be undertaken to drive the growth of the community. You must be comfortable with uncertainty and be willing to let projects die as quickly as they start.

Beyond opportunities to create an impact in the community, the role includes daily, weekly, and monthly functions including but not limited to:

- social media posting and management,
- website updates and email newsletter management,
- hosting Lunch Without Lunch (LWOL),
- event and venue planning for LWOL, and
- conversations with partner organizations for promotion of ecosystem activities.

The Details

Contract Length: August 24 to December 18, 2020

Weekly Hourly Commitment: 30-35 hours

Compensation: \$30-\$35 per hour

Apply By: August 5, 2020

Interviews: Week of August 10th

Send resume and cover letter to: info@rainforestab.ca