



## **Summer Student Position**

Our goal at Path Cowork is to create the best possible workspace experience for all of our members. As part of the Summer Student role you will have a great entrepreneurial opportunity to work within a growing business and play an important role in ensuring the Path Cowork member experience is rival to none!

As part of this role you will assist with maintaining the day-to-day operations of our 40,000 square foot workspace and community of over 40 businesses and hundreds of individuals. As part of this role you will wear many hats overseeing back end operations, interacting with members and learning about various parts of the business including hospitality, operations, marketing, and community engagement.

If you're interested in gaining valuable experience in an entrepreneurial role this spring/summer this might be the role for you!

This is a full time summer position.

## **Responsibilities**

- Member interaction and greeting members at our entrance outposts
- Daily workspace operations (stock ordering and amenities maintenance, building walkthroughs, responding to member inquiries or issues)
- General upkeep and workspace maintenance throughout the day
- Organize and coordinate community events and tours
- General admin
- Opportunity to work closely with marketing and management teams

## **Job Skills & Qualifications**

- Enrolled in post secondary education
- Organized and strong attention to detail
- Strong communication and community building skills
- Interest in gaining business and entrepreneurial experience
- Previous experience in hospitality industry valued
- Currently studying business valued but not required



## **About Path Cowork**

Established in 2018, Path Cowork was founded on the ideals of community, hospitality and the entrepreneurial spirit that exists here in Regina.

Path is more than a place to plug in a laptop or host a meeting—it's a community at work. Since opening, this audacious community has grown to over 250 members and become home to 35 companies from over 20 different industries.

Our mission is to create a workspace experience that allows our members to work effectively and happily everyday. To foster a community that allows people to thrive personally and professionally.