



## **Community & Events Coordinator**

**Path Cowork | Regina, SK**

**Full-time | Onsite Mon-Fri**

Path Cowork is looking for a **Community & Events Coordinator** to help keep the heartbeat of our workspace running smoothly. This role is all about hospitality, organization, and making sure our members feel supported from the moment they walk through the door.

We're a small but mighty team, so this is a highly autonomous role suited for someone who's proactive, detail-oriented, and genuinely enjoys keeping a shared space running at its best.

### **What You'll Be Doing:**

#### **Hospitality & Office Management**

- Ensure kitchens are cleaned, stocked, and guest-ready daily
- Manage inventory and budget for coffee, tea, beer, and kitchen supplies
- Oversee the day-to-day look and feel of the space
- Reset meeting rooms daily and maintain common areas

#### **Community & Events**

- Plan, coordinate, and execute monthly member networking events
- Support in-space community initiatives and special events
- Be a friendly, reliable presence for members throughout the day

#### **Front Desk, Mail & Member Support**

- Act as the primary point of contact for phone calls and inquiries
- Sort, organize, and distribute incoming mail daily for both locations
- Notify Virtual Mailbox members weekly when mail is ready for pickup
- Assist with room bookings, tours, and incoming leads
- Support members with basic troubleshooting (printers, coffee, etc.)



### **Operations & Coordination**

- Troubleshoot small issues independently and escalate when needed
- Keep systems organized and processes running smoothly
- Work largely independently - weekly check-ins with the whole Path team

### **You're Likely a Great Fit If You:**

- Are **proactive, organized, and a self-starter**
- Love hospitality and creating welcoming environments
- Are comfortable working independently and managing multiple priorities
- Communicate clearly and enjoy helping people
- Have previous experience in hospitality, office management, events, or coworking (a bonus, not a requirement)

If you love creating and maintaining warm, functional workspaces and thrive in a role where no two days look the same, we'd love to hear from you!

👉 **To apply:** Send your resume (and a short note about why this role excites you) to **hello@pathcowork.ca**