



Facilities Intern Position Description

Position: Coworking | Facilities Intern

Start Date: Rolling

Domi Station is a non-profit business incubator and coworking space. We offer programs, resources, and events that help entrepreneurs start and scale sustainable companies.

The Facilities Intern will help cultivate the entrepreneurial culture at Domi and spread the good news about what we do.

Job Duties:

- Facility updates and administration
 - Assist Community Manager with planning and execution of facilities renovation projects
- Member organization and engagement through various software
- Event coordination
 - Requires attendance at First Friday from 5 to 7
- Prospective member outreach
- Give tours to interested parties
- Ensure cleanliness of coworking space and member areas are well maintained
- Any other duties and responsibilities as assigned

Requirements:

- Working towards or completion of Bachelor's degree
- Knowledge of event planning and facilities management
- A personal laptop
- Working knowledge of Google Suite
- A polite and professional demeanor via phone, e-mail, and digital correspondence
- Ability to work on a team and take initiative

Benefits:

- Access to all of Domi Station's programming incubation (Gear Up, Ascend) at no cost
- Access to all of Domi Station's coworking facilities at no cost
- No cost one-on-one entrepreneurship training & mentoring

- Flexible working hours
- Access to a local high-net worth and influential network of leaders
- Get surrounded by an atmosphere of Doers and Entrepreneurs
- Free Access to Domi Events

Other Cool Things:

- Walking distance from College Town
- Greenwise is across the street
- Railroad Square is just around the corner
- Local restaurants and bars nearby
- Located in between FSU and FAMU campuses