

**KNOX LABS, INC.**

**MOUNT VERNON, KNOX COUNTY, OHIO**

**PROGRAMS COORDINATOR  
POSITION ANNOUNCEMENT**

**Title:** Programs Coordinator

**Position Type:** Permanent part-time (averaging 20 hours/week)

**Position Available:** August 2018 (applications due by August 15, 2018; see below)

**Organizational Structure:** Established in September 2016, Knox Labs, Inc. (“**Knox Labs**”) is a registered 501(c)(3) tax-exempt, non-profit organization with a 15-member board of local non-profit, public sector, and business leaders. Knox Labs is partnering with the Engineering Department at the Mount Vernon Nazarene University (“**MVNU**”) in establishing a 5,500 square foot makerspace / business incubator occupying the entire ground-level, main floor storefront space at 104 South Main Street, downtown Mount Vernon. This STEAM (science, technology, engineering, arts, and math) asset will serve the entire Knox County community as a tinkerer space, hobbyist gathering spot, workforce development tool, and small business launching pad.

Target users of the makerspace / business incubator will include local high school and college students who want to gain expertise in digital technologies with business and future employment potential; parents who want to expose their children to tools for creativity and invention; and adults who want to pursue a hobby, learn new skills, or take the first steps to test and launch a business notion or concept.

**Job Brief:** Under the general supervision of the Executive Committee of the Board of Directors, the Programs Coordinator provides a high-level of detail-oriented administrative direction and support to Knox Labs. This position exercises judgment and discretion across many facets of Knox Labs’ makerspace operation, helping keep the organization running soundly and smoothly in completing its various tasks, including those involving maker programming, volunteers, events, equipment usage, space utilization, and member relations.

The work of the Programs Coordinator will include, but not necessarily be limited to, the following:

- Works independently to update and maintain program offerings, organization files, interact with stakeholders, process membership applications, schedule meetings and events, and respond to inquiries and requests for information.
- Interacts closely with Knox Labs’ Board of Directors, volunteers, and peers at MVNU to prepare, review, file, and process program documents, including but not limited to membership applications and payments, and information requests, makerspace policies and procedures documents, event notices, and material safety data sheets (“**MSDS**”).
- Helps coordinate staffing within the makerspace, including volunteers, student workers, and on-site MVNU employees. Serves as the scheduler and onboarding point-of-contact for volunteers.

- Takes a lead role in ensuring Knox Labs' relevant program files (in digital and/or in paper formats) are at all times accessible, current, and well-organized.
- At the direction of the Knox Labs' Communications Committee, helps implement out-facing communication channels, to include managing the organization's volume of US Mail, updating social media platforms, issuing notices, and helping arrange meetings.
- Preparing and monitoring Knox Labs' equipment and computers for daily use, scheduled repairs, and basic trouble-shooting.
- Maintaining lists and data related to people (i.e., Knox Labs' general members) and property (i.e., equipment housed within the makerspace).
- Organizes Knox Labs' planned events and meeting sessions, oversees the organization's daily operations, and helps produce regular programming in-line with the organization's strategic planning.
- Accompanies the Knox Labs' Board representatives to, and/or independently represents Knox Labs at, community and organization meetings.
- Expected to answer Knox Labs' phone and email correspondence on a regular basis.
- Works with designated MVNU building safety and regulatory compliance personnel to ensure the makerspace is, at all times, in full compliance with all applicable safety and regulatory requirements.
- Additional duties as required, in-line with Knox Labs' defined strategic goals and development initiatives.

**Knowledge, Skills and Abilities:** The Programs Coordinator should have education and/or experience in one or more of the following areas: business, technology, computer science, design, or related field. The successful candidate will clearly demonstrate the following attributes necessary to the job:

- Commitment to the mission of Knox Labs *to provide an innovative, collaborative environment that inspires community members to discover, develop and share their potential as makers.*
- General familiarity with the operations of, or membership in, makerspaces and the larger DIY / maker movement.
- Comfortable working in a dynamic, fast-paced environment with priorities that may change daily; one never knows what the next ringing phone call will require of Knox Labs' staff.
- Exemplary interpersonal skills.
- Persistent and excellent follow-through.
- Strong oral and written communication abilities.
- Ability to relate to a diverse set of makerspace members, visitors, and the general public.
- Resourceful problem solver with attention to details.
- Ability to meet deadlines, use time efficiently, prioritize work obligations, and work independently and effectively as a team member.
- Ability to handle difficult situations and conflicts with a positive attitude and professionalism.
- Trustworthy with sensitive information obtained through the role as to local entrepreneurs' product designs and business plans, etc. Willing to enter into a confidentiality arrangement with the Board to safeguard information and prevent inappropriate disclosure of intellectual property; will work with the Board's Executive Committee to ensure compliance.
- Ability to maintain a professional, positive image within the community and with stakeholders, community residents, vendors, elected officials, and other staff members.

- Ability to lift objects (e.g., cases of copier paper and maker equipment supplies), climb stairs, and sit for long periods of time in front of a computer.
- Strong computer skills – hardware and software – including Adobe, Microsoft Office and maker-related platforms. Familiarity with both Apple and PC infrastructure.

**Work Conditions:** Non-traditional working hours, including weekend hours.

Persons interested in this position should **submit a resume and cover letter no later than 5:00 p.m. on Wednesday, August 15, 2018**, to the attention of:

Knox Labs, Inc.  
Attn: Hiring Committee  
P.O. Box 1067  
Mount Vernon, OH 43050

Questions should be directed to Jeffry Harris at (740) 393-3806.

The Knox Labs, Inc. is an equal opportunity employer.

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