

# The Makers Hub

## *Workshop Coordinator*

**Position Title:** Workshop Coordinator

**Organization:** The Makers Hub

**Location:** Compton, CA

**Compensation:** \$25/hour

**Hours:** Part-Time, +/- 25 Hours Per Week

### Position Overview

The Workshop Coordinator will play a critical role in managing and assisting in developing The Makers Hub's educational programs, including workshops, Repair Clinics, Career Connections presentations, and the Makers Club at Compton High. The ideal candidate is highly organized, community-driven, and capable of coordinating programs that align with The Makers Hub's mission to empower underserved communities through hands-on learning and skill-building opportunities. This individual will also support the success of youth and adult programs, ensuring seamless execution and high-quality outcomes.

### Core Responsibilities

- **Workshop and Event Development & Coordination**
  - Work with the Executive Director and Tool Manager to identify workshop instructors.
  - Collaborate with instructors and Executive Director to develop workshop curricula, objectives, and expected outcomes;
  - Prepare detailed work plans, including materials lists, and day-of logistics;
  - Work with the Volunteer Manager to identify, and recruit volunteers to support workshops;
  - Create and manage draft Workshop PowerPoint presentations, speaker notes, participant handouts, and Agenda working with marketing staff to finalize Graphics on PowerPoint;
  - Ensure all workshop materials and supplies are prepared, sourcing or coordinating with vendors as needed;
  - Oversee day-of setup and cleanup for each workshop, ensuring alignment with the work plan;

# The Makers Hub

## *Workshop Coordinator*

- Assess outcomes post-workshop, complete event reports, and recommend improvements.
- **Career Connections Coordination**
  - Recruit, schedule, and confirm presenters for the Career Connections series, ensuring alignment with program goals and participant interests;
  - Coordinate logistics with school staff, including audiovisual equipment setup and event space preparation;
  - Meet the presenter at the school and escort them to the event space. Introduce them to the school's liaison. Attend and supervise presentations, take photos/videos, and give them to marketing staff, ensuring smooth transitions and presenter support.
- **Makers Hub Club Management**
  - Oversee the Makers Club, an after-school program providing students with hands-on learning experiences using workshop tools and equipment;
  - Assist in recruiting and coordinate with Makers Club instructors to develop and manage lessons on machine use, such as 3D printing, sewing, laser cutting and sublimation printing;
  - Ensure safety and cleanliness of the Makers Club space, troubleshoot equipment issues, and manage supplies.
  - Ensure photos/videos are taken, reviewed, and uploaded for marketing staff to use on social media.
- **Repair Clinic Coordination**
  - Plan and execute quarterly Repair Clinics; recruit and manage volunteers and repair coaches to ensure efficient operations;
  - Edit, as needed, the Repair Clinic Workplan to fit the specifics of the event.
  - Ensure lunch and beverages are available for the repair coaches and volunteers;
  - Collect participant feedback and evaluate the clinic's impact to improve future events.

# The Makers Hub

## *Workshop Coordinator*

- **Administrative Support**

- Maintain accurate records of workshop participation, volunteer hours, templates of forms, work plans, powerpoints, etc., and program impact;
- Assist with social media coordination and flier distribution for upcoming events.

### Required Qualifications

- Previous experience in program coordination, education, or community outreach;
- Strong organizational and multitasking skills;
- Ability to work collaboratively with diverse groups, including trade professionals, students, and community partners;
- Familiarity with workshop tools and equipment is a plus;
- Excellent communication skills, both written and verbal;
- Ability to pass a background check for school-related programs.

### How to Apply

Interested candidates should email [careers@themakershub.org](mailto:careers@themakershub.org) with their resume and a cover letter.