We're Hiring!

Community & Engagement Coordinator
Groff Family Services | Sandusky, Ohio

Part-Time | 20–25 Hours Per Week | Flexible Onsite Schedule
Love People, Building Relationships, and Making Things Happen?

Position Overview

We're looking for an outgoing, organized, and motivated individual who enjoys connecting people, creating meaningful experiences, and helping businesses grow. As our Community & Engagement Coordinator, you'll be the welcoming face of Work Space, help grow our coworking and event community, and support relationships, events, and engagement across all of the Groff Family Services brands.

This role is a unique opportunity for a self-starter and task finisher — someone who takes initiative across hospitality, sales, networking, event planning, and community building.

About Us

Groff Family Services is a third-generation, family-owned organization celebrating 125 years in 2027. Our family of businesses includes funeral and cremation services, cemetery services, pet loss care, unique gifts and remembrance products, event spaces, and our coworking community, Work Space. While our businesses are diverse, they share one common purpose: Celebrating life's milestones and creating meaningful connections.

Key Work Space Responsibilities

Operations & Member Experience

- Be a welcoming and helpful point of contact for members, guests, and visitors
- Coordinate bookings, member onboarding, and daily operations, largely through Work Space's CRM
- Prepare meeting rooms and event spaces for bookings, and keep shared spaces clean, organized, stocked, and ready for guests
- Handle mail distribution and routine facility needs
- Build relationships with members and create opportunities for connection and collaboration

- Highlight member businesses, accomplishments, and events through our internal communications platform

Membership Growth & Business Development

- Give engaging tours that help prospective members and clients see the value of Work Space
- Respond to inquiries, follow up with prospects, and help convert interest into memberships and bookings
- Build relationships with local businesses, nonprofits, and organizations through networking and outreach efforts to support membership and rental growth
- Identify recruitment opportunities for corporate meetings, off-site trainings, workshops, and special events

Key Groff Family Services Responsibilities

Community Relations & Events

- Help coordinate community events, networking opportunities, and outreach initiatives
- Support staff meetings, employee appreciation, and engagement activities across all divisions
- Build relationships with local organizations and community partners
- Assist with event planning, logistics, hospitality, and follow-up

Content Support

- Capture photos, short videos, and meaningful moments across our businesses
- Identify member milestones (Work Space), employee accomplishments, and community stories worth sharing
- Collaborate with our marketing partners by providing content, updates, and creative ideas

Qualifications

Our ideal candidate is someone who:

- Genuinely enjoys meeting people and building relationships
- Is outgoing, confident, and professional
- Has a natural sales instinct and enjoys helping customers find solutions
- Is organized, dependable, and comfortable managing multiple priorities
- Takes initiative and follows through without constant direction
- Enjoys both hands-on operational work and creative projects.
- Is comfortable with learning new software platforms, social media, and capturing smartphone photos and videos

Experience in hospitality, sales, business development, customer service, event coordination, or community relations is a plus. A specific degree is not required.

Position Details

- Part-time, approximately 20–25 hours per week
- Primarily onsite at Work Space in Sandusky, Ohio
- Flexible schedule with a consistent weekly onsite presence for tours, bookings, and daily operations
- Occasional evening or weekend events
- Compensation based on experience

Why Join Groff Family Services?

We're a family-owned organization with deep community roots, a growing collection of unique businesses, and a passion for creating meaningful connections. You'll have the opportunity to meet incredible people, support local businesses, help grow a thriving community, and make a difference across our organization.

Interested?

Send your resume and a brief introduction telling us why you'd be a great fit to hello@WorkSpaceSandusky.com. We can't wait to meet you!