

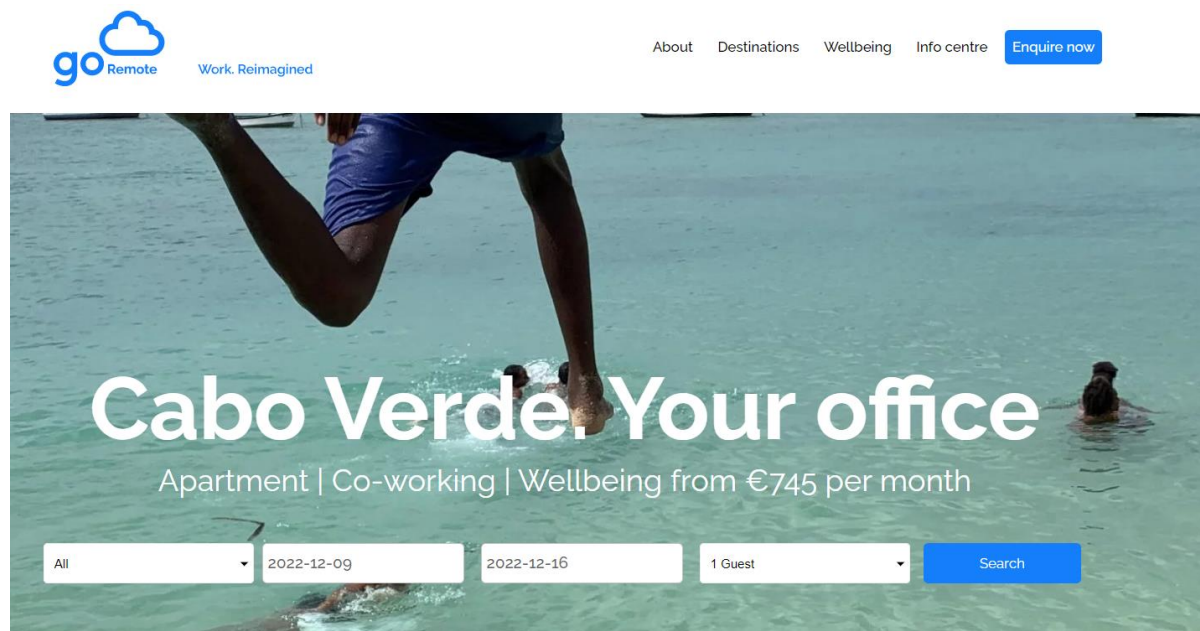
JOB SPECIFICATION

- TITLE** Island Manager (Sal)
- SALARY** up to 55,000 CVE per month (after probationary period)
- BENEFITS** Laptop, phone, travel and other cool stuff...

WHO WE ARE

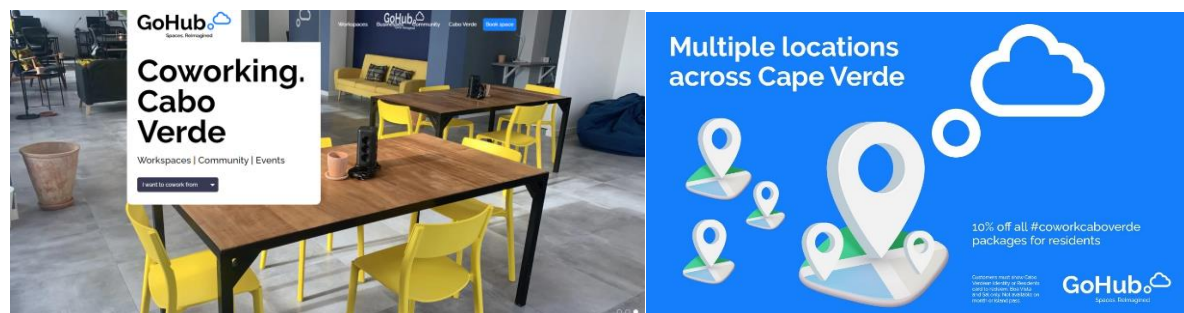
GoRemote

Founded in 2020, GoRemote is Cabo Verde's only dedicated remote working [online platform](#) and operator. It specialises in attracting and supporting corporate and digital nomads to live and work in Cabo Verde – by providing expert advice, mid-stay rentals, coworking, wellbeing, volunteering and on the ground support.



GoHub

Cabo Verde's [marketplace for coworking](#). A network of beautifully designed workspaces acting as an ecosystem for international remote workers, domestic coworkers, entrepreneurs and business.



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Locations

GoHub is a collaboration between all (currently 10) workspaces in Cabo Verde:

Boa Vista (GoHub) | **Sal** (GoHub) | **Sao Vicente** (Prime, Don Paco, MindelRox) | **Santiago** (Prime x 2, BIC) | **Fogo** (Innovation Lab) | **Maio** (Business Centre).

GoHub expects the network to grow rapidly mirroring increasing demand from domestic and international remote workers.

PURPOSE

- To develop and manage the **GoHub** workspace on Sal and help it become focal point for remote workers on Sal
- To build the **GoRemote** business in Sal providing a great solution for Corporate Nomads choosing to work remotely from Cabo Verde

OPPORTUNITY

This role is for someone entrepreneurial in spirit and curious about business - someone who wants to learn about a start-up and is digitally and tech savvy. There is great scope to learn and grow - to be part of something innovative and impactful in Cabo Verde.

TASKS

Managing the GoHub workspace on Sal:

- Managing the workspace on a day to day basis
- Acting as space host - making users feel welcome and supported
- Dealing with enquiries and solving problems
- Helping to organise events which build the coworking community
- Promoting and marketing the space to local businesses, accommodation providers, remote workers and nomads

Developing the GoHub network

- Administering the platform - keeping it up to date, relevant and user friendly
- Managing relationships - liaising with other cowork space teams, coordinating meetings and actions

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- Increasing our reach - building great relationships with existing and potential users of coworking spaces in Cabo Verde - online and offline

Building the GoRemote business

- Responding to email/online chat enquiries
- Growing our portfolio of mid-stay accommodation providers on Sal
- Working with property owners to improve and ensure quality
- Meet & greet of guests and acting as a point of contact during their stay
- Supporting with content generation, social media and marketing activity
- Organising events which help build the community
- Acting as an ambassador for GoRemote

PERSONAL SKILLS

- Friendly, positive, enthusiastic - 'a radiator' not a 'drain'
- Proficient English and Portuguese - able to adapt language to our 'tone of voice'
- Excellent communicator
- Great organizational skills - loves a 'to-do list' and a spreadsheet
- Confident with a computer - likes using technology to make things better, faster
- Experience of marketing communications - understands social media
- Able to build strong, lasting relationships
- Curious - with a genuine appetite to learn
- Problem solver
- Strong attention to detail - takes pride in presenting information beautifully

PROCESS

1. Submit CV to imagine@goremoteworld.com and a short email detailing why you would be awesome at this role
2. Video call with Country Director (upon invitation)

You must be available to commence work from 06 March 2023.

You will be asked to supply two referees upon appointment.

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