



Assistant Program Coordinator
Fixed Term 17-18 week contract (May through to the end of August)
37.5 hours per week
Hourly Wage: \$20.00-\$23.00 (dependent on experience)
Vancouver - Downtown Eastside

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and services for the charitable sector across the country.

Binnners' Project Overview

Binnners' Project, a project on MakeWay's shared platform, is a fast-growing, innovative project. Through our programs, which run out of the Downtown Eastside in Vancouver, we provide income opportunities and build community, capacity, and inclusion for binnners while also contributing to the sustainability and waste-reduction efforts in our city. Binnners' Project is a charitable initiative with social enterprise programs that provide low-barrier employment and capacity building to over 150 marginalized individuals.

Binnners Project runs mission-based programs, including social enterprise programs, that aim to destigmatize and legitimize the work of binnners at the community and policy level.

What is Social Enterprise?

Charities or businesses that operate social enterprises sell goods and services; embed a social, cultural or environmental purpose into the business; and reinvest their earnings into their social mission. Binnners' Project's social enterprise programs include service offerings like [Back-of-House Sorting](#) and [Waste Education at events](#) that have the triple benefit of waste diversion, social inclusion, and community economic development.

Position Overview

Reporting to the Manager, Social Enterprise Programs and will be a key resource for all social enterprise programming during the summer event season. This role will begin early May and be available until the end of August, with the potential to extend into September, where support is needed on weekends. The core objective of this role is to support the Social Enterprise team with binner coordination, in addition to the support of staff members, and the operations of Binnners' Project's programs. During the summer, Binnners' Project is hired to provide public education and waste sorting services at outdoor events across Vancouver. A successful candidate in this role will be expected to be available to provide on-site support along with core staff at events on key weekends throughout the season.

This role will support the overall delivery of our waste-sorting and public education contracts and will supervise members volunteering and working simultaneously on numerous sites. It is a great role for someone who is resourceful, organized, and highly driven by results. The role includes operational and administrative planning, as well as quality control of our programs and overall management of team productivity, cash handling, and personnel management tasks.

Anticipated Start Date: Between May 1, 2023 and May 15, 2023, negotiable.

Location: Vancouver, BC

Salary range: \$20 - \$23/hr (with additional 4% vacation payout) - commensurate with experience

Specific Duties/Responsibilities:

- Provide support to binner-coordinators, binner-staff, and binner-volunteers - building and retaining a high performing team
- Assist in the organization and on the ground day-to-day delivery of programs and services of Binner's Project
- Maintain cash handling procedures that are in line with proper accounting procedures and organizations standards
- Print and organize event and regular shift details for binner members, assist with pre-event meetings
- Assist in day-of event waste station set-up and tear down, returning event supplies to office
- Liaise with event coordinators and Binner's Project Core Staff for event day communications
- Ensure necessary supplies for events are available to binner members on day of event
- Ensure proper waste sorting procedures and standards are followed at back of house sorting sites and public event locations
- Monitor attendance at sites (events & regular sorting sites); schedule and support responsibilities for binner members at events, and maintain accurate records of incidents that may occur on site
- Actively participate conflict resolution when required, acting quickly to resolve problems
- Evaluating events through binner feedback
- Other duties as needed

Our Ideal Candidate

- Knowledge of Vancouver Downtown Eastside community and/or experience working with groups who may have experienced barriers to traditional employment is an asset
- An interest in waste education and management at local events as well as residential and commercial waste-sorting sites
- Self-starter; displaying a high level of initiative; thriving in an entrepreneurial culture
- Someone who is flexible, humble, and okay with rolling up your sleeves and jumping in to support the crews
- A high tolerance for ambiguity and the ability to manage change with an action-oriented drive – must thrive in a dynamic environment
- Able to be responsible and take ownership - ability to manage tasks and projects to completion
- High degree of computer literacy
- Must be available to work weekends and evenings
- Valid class 5 drivers license is not required but is an asset

If you're not certain that your credentials are a 100% fit with this position, we encourage you to apply so we can talk about how Binner's Project is making a difference and how you might fit into our future.

Binner's Project values the diversity of the people it works with and serves. We foster a work environment in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and

utilize each person's talents and strengths. Binnners' Project looks to provide staff with a healthy work-life balance while supporting the binner community.

How to Apply

Please apply by sending a cover letter and your resume to info@binnnersproject.org. Please indicate you are applying for the **Assistant Program Coordinator** position in the subject line.

Interviews will begin the week of **March 27, 2023**.

For more information about **Binnners' Project** and **MakeWay**, please visit:

binnnersproject.org

<http://makeway.org/approach/shared-platform/>

*As **Binnners' Project** is on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay.*

MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer.

MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please

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