

COORDINATOR, SOCIAL ENTERPRISE PROGRAMS

Full time position (37.5 hours per week) \$48,000-53,000 per year - commensurate with experience

Vancouver - Downtown Eastside

Binner's 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 binner's while also contributing to the sustainability and waste-reduction efforts in our city. Binner's Project is a charitable initiative with social enterprise programs that provides low-barrier employment and capacity building to over 150 marginalized individuals.

Binner's Project runs mission based programs, including social enterprise programs, that aim to destigmatize and legitimize the work of binner's at the community and policy level. All of our programs have the triple benefit of community economic development, waste diversion, and social inclusion.

Hiring of this role is taking place while looking ahead to a post-COVID world, where Binner's Project will be undergoing significant recovery and rebuilding. A three-year strategic plan has recently been completed with a binner-first approach, and outlines an ambitious recovery of our programs.

The Role

Reporting to the Manager, Social Enterprise Programs, the Coordinator - Social Enterprise Programs will support the delivery of our social enterprise (fee for service) operations. The Coordinator, Social Enterprise Programs' main objectives are to optimize operations, grow volunteer and staff work efficiency, and develop a motivated and high performing team. They will be fully accountable for hitting operational targets, while building the capacity of 25+ binner-staff and 60+ binner-volunteers. The Coordinator, Social Enterprise Programs also supports the daily operations of Binner's Project, including support for six other programs.

This is a role for someone who has proven experience in program delivery and project management, preferably with frontline work experience in working with people with barriers to traditional employment.

The Coordinator, Social Enterprise Programs drives the overall delivery of our contracts and supervises staff working simultaneously on numerous sites. The responsibilities include operational and administrative planning, as well as quality control of our programs and supervision of team productivity, cash handling, and human resource management tasks.

This role is full-time, 37.5 hours/week. The initial contract will be for one year, with the potential to become permanent dependent on funding availability.

1. Social Enterprise Operations

Support the daily fee-for-service operations for the social enterprise including:

- Support in the creation and delivery of operational documentation regarding procedures, policies, and action plans to improve operational infrastructure and sustainable processes
- Maintain cash handling procedures that are in line with proper accounting procedures and MakeWay standards
- Manage and order supplies for social enterprise programs
- Oversee the scheduling for all sites and events including attendance at the weekly Binner's meeting to hand out shifts and finalize the weekly schedule
- Manage the tracking of binner staff and volunteer attendance, honoraria, and payroll
- Provide support at events that we provide waste education
- Support with binner staff and volunteer capacity building, training, and human resource management

- Accurately submit timesheets for binner staff

2. General Operations

Support the daily general operations of Binner's Project's programs including:

- Program coordination for the Public Representation, training, Coffee Cup Revolution, and Binner's Hook programs
- Binner engagement, including supporting the work of the Community Specialist and other staff and volunteer binner
- Support public waste education services during event season by coordinating logistics, binner teams, on-site coordination, and other event preparation as needed
- Other duties as needed

Our Ideal Candidate

- 2-3 years of experience working with marginalized populations. Experience based in the Downtown Eastside is considered an asset.
- A diploma or degree in a related field or a combination of education and experience
- High attention to details - organized with strong time management skills
- High degree of computer literacy, experience working with Google Suite an asset
- Collaborative and enjoys working in a team environment
- Ability to accommodate flexible working hours (some evenings and weekend work required, especially during event season)
- You find solutions to problems even under pressure
- You're a self-starter who takes initiative and also feels comfortable rolling up your sleeves and getting dirty to support the team
- A high tolerance for ambiguity and the ability to manage change with an action-oriented drive – must thrive in a dynamic environment
- Ability to work closely with marginalized populations through a trauma-informed lens
- An understanding of the impacts of colonization and an interest in supporting the efforts of reconciliation

This position is a full-time, 37.5 hours per week role, with an annual salary between \$48,000 and \$53,000, based on experience. Offering a flexible work schedule, three weeks paid vacation along with a monthly flex day, Binner's Project looks to provide staff with a healthy work-life balance while supporting the binner community. Benefits will be provided after six months.

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.

Application Process

Please apply by sending a cover letter and your resume to info@binnerproject.org. Please indicate you are applying for the Coordinator, Social Enterprise Programs position in the subject line.

Applications will be accepted until October 31st, 2021.

**As Binner's Project is a project of MakeWay,
the selected candidate will be an employee of MakeWay.
MakeWay is committed to creating a diverse environment and**

is proud to be an equal opportunity employer.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. No recruiters please.