

## **COORDINATOR, COMMUNITY 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 binners (also known as waste-pickers or bottle collectors) 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's social enterprise programs have the triple benefit of community economic development, waste diversion, and social inclusion. Our social enterprise work compliments and strengthens our programs that aim to destigmatize and legitimize the work of binners at the community and policy levels.

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 social enterprise and charitable programs.

### **The Role**

Reporting to the Manager, Communications & Development, the Community Programs Coordinator will support the core staff team in the launch and implementation of the Universal Cart Initiative (UCI) and general program operations. The Community Programs Coordinator's main objectives are to oversee the launch of the UCI, establish an ongoing binner maintenance team, and develop and implement evaluation methods to analyze the impact of the UCI on binner livelihoods in the community. The Community Programs Coordinator also supports the daily operations of Binner's Project, including program support for Binner's Project's 6 other programs.

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) Universal Cart Initiative Launch and Implementation**

With the support of the Manager, continue the research, strategy, and development of a successful rollout of the UCI, including the following:

- Support registration of binners into the UCI program by engaging with Binner members
- Establish and train the UCI maintenance team
- Plan a public facing launch event
- With the support of the Community Specialist, develop and implement outreach to promote the UCI among the binning community, providing creative ways to engage binners, partners, and the wider community about the program
- Coordinate the intake of new binners into the UCI, including through registration and orientation
- Design binner-friendly signage and messaging to ensure easy access and understanding when using the UCI
- In consultation with binners, develop potential expansion plans for the UCI in terms of membership and expansion of infrastructure (docking stations and carts)
- Evaluate the UCI program through surveys and consultations with binners and the community, bringing feedback and proposed changes to the team for implementation
- Organize, coordinate, and monitor a team of binners to provide maintenance, rebalancing, and troubleshooting of the carts and docking stations

- Establish binner-informed operational documentation, procedures, and policies for the UCI program
- Monitor back-end software for UCI to assess usage of carts and take appropriate action when protocols are not followed
- Identify and support in coordination of funding and sponsorship for the UCI
- Other coordination related to the UCI as needed

## 2) General Operational Support

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

- Program coordination for the Public Representation, training, Coffee Cup Revolution, and Binners Hook programs.
- Tuesday Binners' Meeting preparation and coordination
- Binner engagement, including supporting the work of the Community Specialist and other staff and volunteer binners
- Support public waste education services during event season by coordinating logistics, binner teams, on-site coordination, and other event preparation as needed
- Other operational supports 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
- A high attention to detail and strong time-management skills
- High degree of computer literacy
- Collaborative work style with a preference for teamwork
- Flexibility in work hours (including some evenings and weekends)
- 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
- Positive attitude and commitment to excellence, even under heavy workload and stressful situations
- Self-starter; displaying a high level of initiative; thriving in an entrepreneurial culture that is flexible, nimble, 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

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, 3 weeks paid vacation along with a monthly flex day, Binners' Project looks to provide staff with a healthy work-life balance while supporting the binner community. Benefits will be provided after 6 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 Binners' Project is making a difference and how you might fit into our future.

Binners' 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@binnersproject.org](mailto:info@binnersproject.org). Please indicate you are applying for the Coordinator, Community Programs position in the subject line.

Applications will be accepted until October 31st, 2021.

**As Bidders' 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.