



**Market Manager**  
**Permanent, Full-time**  
**37.5 hours per week**  
**Salary Range: \$55,000 - \$60,000**

**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.**

## **Position Overview**

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

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

### **What is the Street Market?**

The DTES Street Market provides safe, low-barrier vending, employment and income generation opportunities for residents of the DTES. The Market is supported by the City's Community Economic Development Strategy and DTES Plan. As of October 2022, the Market will be operated by Binners' Project with the goal to maintain current operations and support community-led growth of the market. The Market currently operates at 26 East Hastings but is scheduled to move to a new location in the near future.

Reporting to the Project Director, the Market Manager is a key resource for all street market programming. The manager's main objectives are to oversee the operations of the market, optimize operations, and support market stakeholders.

**Anticipated Start Date:** October 1, 2022

**Location:** Vancouver, BC

**Salary range:** \$55-60K per year - commensurate with experience

## **Key Responsibility Areas**

### **Street Market Operations**

- On-site supervision of the Street Market for an average of 5 hours per workday.
- Manage and improve efficiency of the operations of the market including scheduling, volunteer/staff growth, logistics, and training.
- Manage and improve systems tracking including operational metrics (including attendance, vendor revenue, honoraria, and payroll) and stakeholder feedback.

- Inform strategic direction of street market programs in conjunction with the Director and Manager, Charitable Programs, including developing community partnerships and coordinating efforts to provide consistent and positive delivery of our programs.
- Oversee the operations of the market programming including inventory (equipment, supplies, uniforms), training, and peer team development.
- Provide updates on the Street Market status at Tuesday Bidders' Meetings on a regular basis.

### **Staff & Peer Human Resources Management**

- Direct reports include the Market Coordinator and Market peer workers.
- Facilitate the weekly peer and vendor meetings alongside the Market Coordinator.
- Manage and maintain the hiring of Market staff.
- Oversee human resource management for the Market staff and volunteers including the development of capacity building and infrastructure, incident reporting, and health and safety.

### **Finance**

- Support the reporting for street market funding with the Manager, Charitable Programs.
- Oversee cash distribution for market peers.
- Complete weekly cash reconciliations for peer honoraria.
- Monitor and maintain the street market budget in coordination with the Manager, Charitable Programs.
- Provide input to the Director and Manager, Charitable Programs into the development of the annual Street Market Budget.

### **Our Ideal Candidate**

- 1-2 years of experience in a non-profit or community-focused setting with some leadership experience preferred
- A forward thinker who drives innovation and supports change in a dynamic environment
- Collaborative and enjoys working in a team environment
- A self-starter who takes initiative and also feels comfortable rolling up your sleeves and getting dirty to support the team
- An understanding of the impacts of colonization and an interest in supporting the efforts of reconciliation
- Ability to work closely with marginalized populations through a trauma-informed lens
- Ability to accommodate flexible working hours with some possible, evening, weekend, or on-call work availability

This position is a full-time, 37.5 hours per week role, with an annual salary between \$55,000 and \$60,000, based on experience. Offering a flexible work schedule, four weeks paid vacation along with a monthly flex day. Bidders' Project looks to provide staff with a healthy work-life balance while supporting the bidder community. Benefits will be provided after three 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 Bidders' Project is making a difference and how you might fit into our future.

Bidders' 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.

## How to Apply

Please apply by sending a cover letter and your resume to [info@binnersproject.org](mailto:info@binnersproject.org). In your cover letter, we would specifically love to hear your experience working with vulnerable and marginalized populations, your understanding of community economic development, and your approach to leadership and managing teams.

Interviews will be scheduled as applications are submitted.

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

<https://www.binnersproject.org>

<https://makeway.org/solutions/shared-platform/>

***As Binners' 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.*