



Program Coordinator
Permanent, Full-time
37.5 hours per week
Salary Range: \$50,000 - \$55,000

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.

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?

Businesses or charities that are social enterprises or operate social enterprise programs 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, the Program Coordinator will support the delivery of our social enterprise (fee for service) operations. The Coordinator's 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 15+ binner-staff and 90+ binner-volunteers. The Program Coordinator also supports the daily operations of Binnners' 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 Program Coordinator drives the overall delivery of our contracts and supervises staff working simultaneously on numerous sites and events. 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.

1. Social Enterprise Operations

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

- Maintain cash handling procedures that are in line with proper accounting procedures and MakeWay standards
- 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
- Provide on-site support at events and regular sites where we provide waste education and sorting
- Manage the tracking of binner staff and volunteer attendance, honoraria, and payroll
- Support in the creation and delivery of operational documentation regarding procedures, policies, and action plans to improve operational infrastructure and sustainable processes
- Manage and order supplies for social enterprise programs
- Support with binner staff and volunteer capacity building, training, and human resource management
- Accurately submit timesheets for binner staff
- Other duties as needed to support the Social Enterprise Program

2. General Operations

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

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

Our Ideal Candidate

- 1-2 years of experience working with marginalized populations or experience based in the Downtown Eastside is considered an asset
- An interest in waste education and management at events and sorting sites
- 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 summer 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
- Valid class 5 drivers license is not required but is an asset

This position is a full-time, 37.5 hours per week role, with an annual salary between \$50,000 and \$55,000, based on experience. This position is based primarily in-office in Vancouver's Downtown Eastside at 312 Main Street. Offering a flexible work schedule, three weeks paid vacation along with a monthly flex day, and extended health benefits, Binner's Project looks to provide staff with a healthy work-life balance while supporting the binner community.

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.

How to Apply

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

Interviews will begin the third week of April, 2024. We will accept applications until this position is filled.

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

binnersproject.org

<http://makeway.org/approach/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.

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