

Safety Changes Everything



Come Work with Us!

Main Street Pop-Up My Sister's Closet
Volunteer and Community Engagement Co-ordinator
Seven-month temporary position
40 hours per week at \$24.48 per hour

Work schedule based on operational requirements seven days a week consistent with collective agreement provisions

Fuse your love for thrift fashion with your desire to end gender-based violence

Through our social enterprise My Sister's Closet we have the privilege of connecting people to sustainable fashion and to change lives through helping fund the services and programs operated by BWSS. The Main Street Pop-Up Shop is an extension of the three MSC locations in Yaletown on Commercial Drive and an E-commerce online store. The Volunteer and Community Engagement Co-ordinator will help introduce our brand to the south Main Street District through running engaging events and eco-fashion-related activities. This position will lead a team of volunteers to carry out retail, merchandising, content creation, e-commerce/online store, and community engagement activities. This position will help create promotional materials to advance the brand both in the real world and online.

About you

You

- love developing lasting relationships – particularly with volunteer, shoppers supporters—you are passionate about helping each individual find their perfect place at the Main Street Pop-Up
- are a strategic thinker who can translate objectives into tactics that deliver measurable results
- are a dynamic communicator, you enjoy shifting gears and working in a fast-paced work environment
- have at least 2 years' experience in a similar role, preferably in a not-for-profit environment
- can work independently and/or collaboratively within tight deadlines and with great attention to detail
- technology and social media doesn't faze you and you learn new systems with ease

Job Summary

The Volunteer and Community Engagement Co-ordinator is responsible for facilitating and co-ordinating a robust community engagement strategy for the Main Street Popup location of My Sister's Closet a social enterprise operated by BWSS. The Volunteer and Community Engagement Co-ordinator is primarily responsible for recruiting, orienting, and retaining new volunteers. In particular, this position will focus on building relationships with volunteers, shoppers, local community businesses, partners, service providers. The Volunteer Community Engagement Co-ordinator will work closely with the Development, Communications team and in tandem with the Retail team to assist in the overall coordination of the Pop-up retail operations, the promotion and marketing of the Main Street Pop-up.

BUSINESS LINE 604.687.1868

www.bwss.org

PO BOX 21503 • 1424 COMMERCIAL DR. • VANCOUVER, BC V5L 5G2

Key Responsibilities

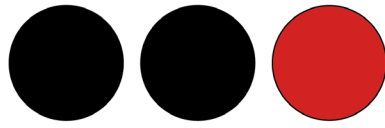
- Co-ordinate the volunteer life-cycle with a focus on volunteer training, satisfaction and retention
- Deploy a plan in conjunction with the Manager of Development and in tandem with My Sister's Closet staff team to recruit orient and retain new volunteers
- Schedule volunteers ensuring full coverage over established "Pop-Up" operating hours
- Receives, responds to, or refers inquiries or concerns from volunteers (or volunteer applicants); acts as a liaison with appropriate BWSS organizational representatives and subject matter experts on community challenges and opportunities; prepares correspondence and response strategies
- Works with the Communications Team to develop, implement and evaluate a "Pop-up" volunteer survey
- Working collaboratively with the Development and Communications Team on the Community Engagement strategy
- Promote public awareness of and support for the Main Street Pop-up through content creation including photos, videos, promotional materials
- Provide excellent customer service to all supporters, shoppers, and donors
- Passionately support the vision, mission, and values of BWSS
- Co-ordinate a process to generate necessary reports on community engagement and volunteer activities
- Respond to email and phone requests within 24 hours
- Assists in the pick-up and delivery of product
- Adheres to the constitution, statement of philosophy, policies, and procedures of BWSS
- Reports to the Manager of Development
- Readily discusses their work with BWSS colleagues and supervisor

Qualifications

- Minimum two years of experience in a retail environment
- Minimum two years recent experience managing volunteers
- Administration experience
- Class 5 Drivers License
- Sound ability to plan and prioritize
- Strong written and verbal communication and negotiation skills
- Computer literacy with Excel, Word, Outlook
- Knowledgeable in the use of social media platforms such as Facebook, Twitter, and Instagram via computer and cell phone
- Strong commitment and aptitude for teamwork
- Strong feminist analysis of gender-based violence
- Strong anti-oppression commitment, awareness and analysis and demonstrated ability to apply analysis
- Knowledge and experience working with survivors of historic racism and the impact of colonization and residential school
- Demonstrated cultural safety including awareness of diverse marginalized communities in Metro Vancouver and ability to work with people from various cultural communities and serve people from various cultural communities in a social enterprise and retail context
- Satisfactory criminal record checks



**BATTERED WOMEN'S
SUPPORT SERVICES**



Safety Changes Everything



Classification

The Volunteer and Community Engagement Coordinator is a full-time 40-hour week temporary position reporting to the Manager of Development and based at the Main Street location of My Sister's Closet in Vancouver.

- March to September 2022– September 2022 – Temporary Position
- Hourly wage of \$24.48
- Have proven ability to work cooperatively with colleagues and service providers in the community
- This position requires in-person interaction with the public
- This position requires evening and weekend work - Schedule will vary based on operational requirements
- This position is part of an organization where sole purpose is to alleviate and address the conditions of women who are marginalized by violence and various forms of inequities. As a bona fide job requirement this position will be held by a self-identified woman or femme. Black, Indigenous, and Women of Color are strongly encouraged to apply.
- This position requires union membership

Application Process

If you seek the opportunity to commit to an organization engaged in making a real difference in our communities, please send your resume by **March 5, 2022, 5:00 pm PST** to jobs@bwss.org. No email or phone inquiries, please.

About My Sister's Closet

For over 20 years My Sister's Closet, a social enterprise of Battered Women's Support Services, give shoppers a curated experience with access to thrift, new, up-cycled, and artisan-made clothing, footwear, accessories, jewelry, and curios all genders. My Sister's Closet supports local women artisans by giving them retail space and promoting their work. This contributes to their financial independence and growth of artistic expression. Revenue generated from sales help fund violence prevention and intervention supports operated by BWSS.

BUSINESS LINE 604.687.1868

www.bwss.org

PO BOX 21503 • 1424 COMMERCIAL DR. • VANCOUVER, BC V5L 5G2



BUSINESS LINE 604.687.1868

PO BOX 21503 • 1424 COMMERCIAL DR. • VANCOUVER, BC V5L 5G2