

Projects and Social Enterprise Manager

Position Type: Full-Time Maternity Leave Contact

Location: Greater Vancouver Lower Mainland, British Columbia

Compensation: Competitive salary with excellent extended health and dental benefits after probationary period.

Who are We?

posAbilities is a large not-for-profit social service organization that provides a full spectrum of community-based services for individuals with developmental disabilities. We are a progressive agency and are strongly committed to full community inclusion of those who live with disabilities.

We welcome applicants with extensive experience in Community Support and Social Enterprises.

Under the direction and guidance of the Program Director and Chief Executive Officer, the Social Enterprise Manager supervises and leads a team of Team Leaders, Site Supervisors, and Support Workers. The Manager is expected to work collaboratively as a team member to achieve strategic organizational objectives. The expectation of the Social Enterprise Manager is to expand, develop and grow the social enterprises, and move them in to further financial sustainability. This role requires someone who can network, communicate, and develop relationships with community members while developing action plans and seeing them through.

The Social Enterprise Manager is responsible for all aspects of **posAbilities'** social enterprises including **Clothes Drop**, **Don't Sweat it Services** and **Can You Dig It?**

About Clothes Drop

posAbilities began this new business mid-2015, it has grown substantially in this short period of time. Clothes Drop is a service that collects clothing from community members who wish to donate their items, via clothing donation bins, clothing drives, and fundraising partnerships. **posAbilities** has extensive plans to expand this service across the Lower mainland as this will be a source of additional revenue for the agency for new and innovative programs and services. This is the primary focus of the manager.

About Don't Sweat It Services:

Established in 2011, **DSIS** is a social enterprise that employs persons with developmental disabilities to provide outdoor home maintenance, junk removal, moving, and recycling in the community. The mandate of **DSIS** is to provide economic and community inclusion for persons with developmental disabilities as well as provide quality services to community.

About Can You Dig It?:

Can You Dig It? is a community gardening initiative designed to address community connection and resiliency as well as food security. **CYDI** has a series of contracts with municipalities and other partners who are interested in bringing sustainable food-growing gardens to their regions/properties and who are interested in the focus on social resiliency. The goal is to transform urban spaces into agricultural ones, and socially disconnected landscapes into richly connected ones. CYDI will be migrating to its own not for profit entity in the next 12 months.

There is also an opportunity to work on a business plan in the arts sector. We have an art space/gallery and are interested in exploring how the space can be utilized by other artists, community and events. Research into existing models and new ideas to develop a strategic

and business plan.

RESPONSIBILITIES

The Manager is expected to work a flexible schedule based on needs of social enterprise, events, and functions. The Manager works primarily at the Head Office and is often at the offsite locations. Specific accountabilities include: monitoring of services, verifying service outcomes, identifying issues for resolution and proactively resolving complaints or concerns.

EDUCATION AND QUALIFICATIONS

- An undergraduate degree in business or humanities, or a related discipline or a combination.
- Minimum 5 years' experience in business or social service management
- Experience in business management, e.g. running a small business; strong entrepreneurial drive.
- Strong professional, networking, sales and customer relation skills.
- A demonstrated and working knowledge of information technology and financial management, including developing and reviewing operational budgets
- Demonstrated ability to work with staff teams in a unionized environment, with an emphasis on leadership, self-initiative, patience, maturity and tact
- Excellent oral, written, facilitation and interpersonal communication skills
- Demonstrated teamwork, leadership and supervisory skills
- Ability to work in a flexible environment and to work independently.
- Reliable vehicle
- Criminal Record Check for Children and Vulnerable Adults – Clearance.

Business Development and Management

- Expand possibilities social enterprise businesses
- Develop business and strategic plans
- Implements plans, modifies and adjusts as things are implemented
- Identify and bring forward new business ideas/opportunities
- Identify potential clients and partners by networking, being out in community, reviewing markets
- Reviews fleet vehicles and equipment and ensures maintenance and optimal performance
- Ensures risk controls and accountability systems are in place and followed
- In keeping with the Agency's strategic considerations, is responsible for the development of service /business proposals in response to RFP's and RFQ's as well as apply for any grants.
- Is responsible to develop and monitor programs outcomes

Human Resources and Supervision

- In collaboration with Team Leader review scheduling and logistics
- Directly supervises Team Leader and ensure they are meeting the requirements of their respective job responsibilities
- Is responsible for hiring, discipline and performance evaluations of those reporting to him/her

Communication –External & Internal

- Assists with service/program area website development and interagency contests
- In collaboration with the communications department work to develop marketing plans
- Develops flyers, posters, and any material for distribution related to social enterprise/services

ADDITIONAL INFORMATION

March 3, 2017

The ability to function independently and frequently under pressure is an ongoing expectation. Participation at meetings, conferences and other events may involve some long work days and/or week-end work.

This is a 1 year maternity leave position. Interviews for this position will occur between March 27th and April 12th.

Position start date is early June 2017.

Interested parties please apply with your resume and cover letter via our website at www.posAbilities.ca/careers or via email to careers@posAbilities.ca. No SkyDrive Links please! Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.

March 3, 2017