



## 312 Main Community Co-op – Project Overview

### Our Mission & Vision

We are building a Global Centre for Social and Economic Innovation, located at the corner of Main and Cordova. 312 Main is about to become home to a dynamic community of entrepreneurs, artists and organizations committed to economic and social democracy, empowering one another – and the DTES – to thrive. Collectively, we will break down barriers. A creative union will emerge out of the diverse mix of members and interests. Our members will value collaboration over competition, working toward ambitious and measurable social and economic impact. The space will be admired as a symbol of excellence and of transformative and restorative change in the DTES community and around the world.

### Project Core Values:

#### Dynamic and inclusive community space

We are creating an inspiring, tolerant and accessible environment where all members and visitors feel welcome and challenged to engage in the work at hand. Membership will be open and voluntary; everyone will be welcome. We will also create low barrier space for the low-income community.

#### Diversity, our strength

We aim for a diverse range of age, socioeconomic status, experience, gender, language and culture represented within the community. We welcome members and participants from a wide variety of industries, educational and cultural backgrounds. We encourage a mix of new and established organizations. We invite both individuals and large teams to collaborate.

### The path to achieving our vision requires us to create a space that enables:

**Systemic change**

**Growth opportunities**

**Achievement**

**Community impact**

**Reconciliation**

**An entrepreneurial ecosystem**

**Collaboration and sharing**

**Democratic engagement**

### This project also subscribes to the internationally recognized Core Values of Coworking:

**Community** – community building, organizing, animating, and impact

**Collaboration** – collaboration over competition, working together to achieve great things

**Openness** – sharing best practices, sharing personal experiences, welcoming others

**Accessibility** – physical and financial accessibility for all members

**Sustainability** – environmental and financial sustainability



## 312 Main Community Co-op – Systems Analyst

**Position: Systems Analyst**

**Compensation: \$58K to \$64K/year, based on experience**

As a Systems Analyst, you will be responsible for the maintenance and continuous improvement of 312 Main's Coworking Management System, affectionately known as *Nadine*. Working with the Director of Technology, you will ensure the growth and smooth operation of 312 Main's internal systems with a critical focus on making life easy for 312 Main's staff, members, and the coworking community at large. As part of this role, you will be working with the only open-source coworking management system in the world, *The Nadine Project*.

### Experience & Qualifications

- Experience with and passion for working with the coworking communities
- Experience working with and developing software systems used for business processes
- Personable, and easily able to interact with non-technical staff and members
- An eye for identifying staff and member problems and ability to generate functional and technical specifications to be implemented via *Nadine*
- Able to write clear and easily understandable user support guides and developer documentation
- Ability to plan, organize, prioritize, execute, and implement major system updates as well as small system improvements
- Ability to write non-technical support documentation, as well as technical systems documentation
- Solid analytical skills and familiarity with the standards, methods, and techniques of systems analysis and design
- Experience in and willingness to contribute to open-source projects
- Basic programming experience desirable and python programming (Django) and Front-end development experience (HTML, CSS, JavaScript) highly proffered.
- Curiosity, willingness to learn, and willingness to grow

### Assets

- Knowledge of local independent businesses, entrepreneurs, coworking locations, and service providers
- Connection to the local community and neighbourhood
- Knowledge of the local entrepreneurship / coworking community

## Responsibilities

- Working with a small, nimble technical team responsible for 312 Main's technology systems and IT operations
- Working with technical support to assist 312 Mains staff and members
- Identifying recurrent problems and continuously implementing process improvements to 312 Main's coworking management system, Nadine
- Gathering requirements and devising functional and technical specifications for major system updates
- Supporting the Director of Technology to prioritize, organize, and execute on major system improvements
- Maintaining existing system processes by developing unit tests and debugging
- Writing User Documentation to be used by technical support staff, non-technical staff and members
- Writing Developer Documentation to help the coworking community implement and extend Nadine for their own use-cases

312 Main Community Co-op embraces an inclusive work environment that is reflective of the communities it serves. We work proactively to be fair and equitable in practice. Diversity, accessibility and flexibility are upheld. We value and consider life experience as an integral qualification for employment. This means you – as you are.

**Please submit your resume in PDF format** via email to **info@312Main.ca** before 5:00PM on January 31, 2018. Candidates invited to participate in an interview will be notified by January 31, 2018. Interviews will take place February 2, 2018.