



## 312 Main: Project Overview

### Our Mission & Vision

We are building a Global Centre for Economic and Social Innovation, rooted in Vancouver's inner city. 312 Main will be a dynamic community of entrepreneurs, artists and organizations committed to economic and social democracy, empowering one another and the neighbourhood they are part of 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 Downtown Eastside (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. Low barrier space will be available 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: Employment Opportunity**

**Position: Director of Culture**

**Term: Full-Time (40+ hours / week)**

**Compensation: \$65,000 - \$85,000 / year (based on experience)**

Reporting to the Executive Director (ED), the Director of Culture (DOC) will cultivate a sense of belonging and trust amongst the people who will comprise the 312 Main community. The building itself at 312 Main will be a vehicle for facilitating positive interactions between people, even when they're not in the space. The DOC will work to engage - in every person connected to the project - a spirit of empowerment, participation, and mutualism so that staff, members, community groups and local residents may all feel a sense of ownership in the project. The DOC sets the tone for community building and collaboration, and leads by example.

### **Skills and Experience**

- Extensive experience (5+ years) cultivating diverse and empowered communities
- An infectious passion for bringing people together and making connections
- Experience with building new communities as well as revitalizing communities
- Strong leadership skills with the ability to inspire, motivate and activate
- Experience with all aspects of project management, event planning & production
- Experience managing a team
- Comfort with general office, social media and web technologies
- High level of professionalism while engaging with members and partners
- Excellent written, verbal, listening and interpersonal skills
- A strong ability to understand the civic context of a project of this nature
- Experience working with residents and/or organizations in the DTES

**Responsibilities may include, but are not limited to:**

### **Strategic Planning**

- Work closely with the ED to create and execute the Community Engagement Plan, Communications Plan, HR Plan, Volunteer Network & Programming Plans
- Assist in drafting HR policies and procedures
- Assist in developing the 312 Main 'health & wellness' and 'arts & culture' plans
- Design strategies to increase interaction between members, organizations and residents
- Create and implement strategies for tracking impact and measuring success of the members and the project

## **Team & Community Building**

- Work with the 312 Main team to hire, and train Community and Programming Managers for the space
- Help to develop and implement the Community Animation work-trade program
- Assist the ED with staff team building initiatives and training exercises
- Inspire and empower 312 Main staff, members and volunteers to take action
- Work closely with the Community Managers and Programming Manager to create and execute ongoing Community Building Initiatives within the space
- Work closely with local residents and community groups to build bridges, and collaborate on creative projects both within the space and out in the public sphere
- Establish relationships with service providers and other partner organizations
- Enable municipal, provincial and national connections and collaborations
- Connect with other organizations and spaces within the Global Coworking Movement to collaborate and share best practices

## **Member Experience**

- Work closely with the ED and Community Managers to complete and implement the 'Community Building for Members' recommendations in the Centre Plan
- Launch membership program and manage member experience
- Direct and execute annual event programming with the ED and Programming Manager
- Create opportunities and partnerships with local businesses and organizations, increasing value for members and tenants
- Enhance member success and happiness

## **Communications**

- Launch and develop internal and external social networks
- Assist in planning the internal and public launch events
- Share the 312 Main member and community experience through storytelling
- Along with the ED, represent the 312 Main project and vision at public events
- Listen to and learn from the community

## **Management**

- Supervise and conduct annual performance reviews for Community & Programming Managers
- Make recommendations to improve the collective culture at 312 Main
- Track impact and measure success of the members and the project

## **TO APPLY**

### **Please respond with:**

- A cover letter outlining your interest in the 312 Main project as well as your qualifications, your experience and what you would bring to the position
- A resume
- Your salary expectations

**Applications must be received by email before 5:00pm on May 10<sup>th</sup> 2017.**

Please submit your application via email to:

[info@312Main.ca](mailto:info@312Main.ca)

Please note your name and the job title in the email subject line  
All email submissions will receive a message confirming receipt.

We thank all applicants, however only those being considered for an interview will be contacted directly.

312 Main is an equal opportunity employer and is committed to diversity and inclusiveness. We work proactively to be fair and equitable in practice and to build diversity into our teams, communities, programs and services.

Necessary accommodations will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to 312 Main.