



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: Executive Assistant

Term: Full-Time (40 hours / week)

Compensation: \$55,000 / year

As Executive Assistant (EA), you'll be instrumental in ensuring success of the project through the countless small steps it takes to turn a vision like this into a reality. You'll report to the Executive Director (ED) of the 312 Main Project, while collaborating with the Director of Culture, Community Managers, and other members of the team as required.

Skills and Experience

- Extremely well-organized, reliable and punctual
- Experience in a face-paced, dynamic work environment
- Flexible and proactive, always two steps ahead
- Personable, confident and unafraid to ask questions
- Master multi-tasker who is great at setting boundaries
- A finisher, ensuring outstanding tasks get done
- Excellent written, verbal, and general communications skills
- Experienced with Microsoft Office, email, calendars, & workflow apps
- Comfortable with and willing to learn new social media, WordPress, and web technologies

Responsibilities include but are not limited to:

- Meet with the ED regularly to manage and execute ongoing task list
- Respond to emails & phone calls
- Schedule and manage travel, meals, meetings, and other public events
- Solve problems as they arise, for the ED and other staff
- Work with accounting team to manage invoicing, basic receipts and expenses
- Produce documents related to project development and ongoing operations
- Draft content for newsletters, communications and marketing campaigns
- Assist with grant applications and funding proposals
- Attend management, advisory and staff meetings and take minutes
- Maintain physical and digital files along with project archives
- Act as an ambassador of the project and it's vision

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 PST on May 10th 2017.

Please submit your application via email to:

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.