



External Job Posting
Creative Reuse: A partnership project of Greenest City
Assistant Coordinator II – Sewing Repair Hub

Description of Parkdale Sewing Hub

The Parkdale Sewing Repair Hub is a joint project of **the City of Toronto, Greenest City and Creative Reuse Toronto**. We will have programs to teach and sewing skills, repairs, mending and alterations, and related services, in South Parkdale as part of the City of Toronto Long Term Waste Strategy and the Tower Renewal Program. The project will provide free skill-building sewing machine classes, recycled, reclaimed materials, and scrap and off cuts from industry for our diverse community. The centre will provide education and training related to reuse of textiles, repairs, mending and alterations in order to reduce the amount of textile waste going into landfill.

Main tasks: The Assistant Coordinator will work as a team player to implement the deliverables of the Parkdale Sewing Repair Hub - a new joint project of **the City of Toronto, Greenest City and Creative Reuse Toronto**. The Assistant Coordinator will be responsible to support design of sewing workshops and sewing programs, coordination and supervision of participants and volunteers, and support implementation of all policies, procedures and reporting requirements.

Tasks

- Supervision and delegation of tasks to staff and volunteers.
- Work plan implementation with Lead Coordinator and co Assistant Coordinator
- Ensuring that all processes have systems and staff and volunteers are trained in them such as data management, inventory, procurement, and registration.
- Curriculum design and program design in collaboration with Co- Assistant Coordinator
- Lead a portion of design and sewing classes, as determined in work plan
- Support with office maintenance, admin, inventory management and procurement
- Support in set up of Sewing Repair Hub space
- Work well with team members.
- Communicate with partners in the neighbourhood to coordinate outreach activities
- Represent Creative Reuse and Greenest City and its mission in the community;
- Must be available for evenings and weekends – schedules will be determined with team.
- Participate in team meetings, evaluation activities, staff training and reporting requirements (such as timesheets) and handle other duties as assigned.

Skills



- Must have expert skills, education and training for sewing which include machine threading, straight stitching, hemming, zippers, pattern cutting, pressing, clothing design, mending, repairs and alterations, hand sewing and other textile skills.
- Experience in using reclaimed and scrap fabric and dead-stock in designing and making new garments accessories, and creative patchwork products
- Able to lift sewing machines, tables, chairs, supplies
- Cultural and Diversity competence as shown by experience working and/or volunteering within a diverse community
- Evidence of strong leadership and interpersonal skills
- Good communication skills, including data entry and use of online tools such as Google Docs
- Must be able to work within consensus decision-making, on teams and independently
- Creative problem solving
- Have a strong commitment to the environment

Assets:

- Fluent in languages other than English
- Knowledge of the current fashion and design market
- A good sense of humour
- Ability to adapt to/lead changes in program and structure and to consult with community and act on expressed community needs.
- Previous experience working with the Parkdale community

Individual is required to

- Abide by Greenest City's equity and diversity policies
- Conduct a vulnerable sector police check (paid for by Greenest City)
- Commit to Saturdays and evenings as scheduled within the program

Hours and Compensation: 20hrs/week at \$22/hr

Duration: November 15, 2018 – December 31, 2019

How to apply: Please email your resume and cover letter to Helen Melbourne at helenmelbourne@sympatico.ca. Please put "'Parkdale Sewing Hub Resume' in subject line.

Deadline for applications: Friday, November 2, 2018

Please note:

Greenest City is committed to equity in its policies, practices, and programs. We support diversity in our teaching, learning and work environments, and aim to ensure that applications for members of underrepresented groups are seriously considered under our Anti-Racism, Access and Equity policy. All qualified individuals who would contribute to the further diversification of our community are encouraged to apply and may choose to identify as such if they wish to identify additional assets.



Our office is not physically accessible to everyone (Sewing Repair Hub is fully accessible). If you would like to interview for the position but are worried this might be a concern feel free to email us in advance and we will accommodate.

Additionally, any further requests for accommodation (Skype interviews, request for a question-based interview or experiential-based interview, etc.) may be made via email.

Only candidates selected to move forward in the hiring process would be contacted.