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## **Community Tools and Enterprise Hub Lead**

The Working Centre is a dynamic community based organization with projects that range from: employment supports and financial problem solving; an integrated response to homelessness and addictions including a community kitchen hub, medical and psychiatric supports, street and encampment outreach; a growing network of affordable and supportive housing and shelters; community enterprise projects including plant-based cafes, a bicycle recycling shop, a computer recycling shop, a housewares and furniture thrift store and a clothing shop.

The Working Centre has been developing a Living System organization with the capacity for creative responses. A Living System means that our practices and approaches have the openness to evolve, that cooperation, responsiveness, hospitality and diversity are key features. An important part of our Living System is the development of four key hubs (Work and Livelihood, St. John's Kitchen and Outreach, Housing and Shelter, and Community Tools and Enterprise), along with formalizing our internal groups that look after buildings, infrastructure, maintenance, accounting and IT in order to support projects to root, develop and grow. This transition supports the important complexity and diversity of The Working Centre.

We are currently hiring a number of new positions to help us strengthen and build our work moving forwards.

### **JOB SUMMARY**

The Community Tools and Enterprise Hub Lead supports Recycle Cycles, Worth a Second Look Housewares and Furniture, Computer Recycling, Fresh Ground Café, Queen Street Commons Café, and The Green Door. Combining practical business knowledge with community based inclusion, this Hub Lead will help to hold these dual pillars that shape the projects. The Hub Lead brings an entrepreneurial spirit that works to engage people in meeting the business metrics, while animating places of welcome and community building. This role helps us to strengthen the work, ensure project sustainability, and builds a culture of responsiveness to changing needs that emerge in the work. People form the core of this work and the Hub Lead supports the team doing the work and the system problem-solving when complex situations emerge.

### **SUMMARY OF RESPONSIBILITIES**

- Actively engage and understand the diverse Community Tools projects of The Working Centre, and our approach to building community through social enterprise.
- Work alongside the leads in each project to ensure spaces are welcoming, business models are sustainable and productive; support the wider view while also seeing the small details that make the work dynamic.

- Develop/strengthen metrics systems for each project to track progress and success including volunteers, sales, cost of production, process of work (what we produce in a week); and support the ongoing changes that strengthen these metrics.
- Encourage active volunteer engagement in the projects, strengthen and build frameworks that help volunteers to feel productive in their meaningful work.
- Develop ongoing frameworks for building work/employment skills for some participants in the work, understanding how this work can link to the ongoing job search/employment journey; work with the Work and Livelihood Hub lead to develop interconnected pathways.
- Strengthen and reinforce regenerative practices in each project, understanding ways that regenerative business practices can strengthen these enterprises.
- Support/develop online platforms that help to streamline the work.
- Work collaboratively with other roles within The Working Centre; with the Financial and Budget Lead on budgets/sustainability; with the People and Culture team to support the work and nurture the work skills of community development; with Work and Livelihood Hub Lead on skill-building frameworks and pathways; with Housing and Outreach Hub Leads to support housing stability needs; with the Development/Fundraising team to strengthen opportunities for Community Tools projects.
- Build on the common purpose, philosophy, and direction between the Community Tools projects; encourage the cross-learning and shared vision of how these projects build community.

## **QUALITIES AND QUALIFICATIONS**

- Excellent time management skills, with the ability to perform multiple tasks and meet deadlines while maintaining quality and staying calm under pressure.
- Hard worker who is willing to go the extra mile to meet people and project needs.
- 5 years proven experience leading a team of people; solid business knowledge that can be readily adapted to this community based context.
- Ability to work well independently as well as to function effectively as a member of a diverse team.
- Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
- Willingness to bring practical and focused skills to build structures and frameworks that strengthen cooperative organizational infrastructure.
- Able to hold leadership in a living systems model that honours the inclusion, creativity, and diversity in each project. Willingness to learn with us about how to hold our living systems model.
- Willing to engage in the thoughtful connecting and advocating of system change, a person at a time.

## **COMPENSATION AND BENEFITS**

We are looking for someone to join our team full time, working Mondays to Fridays from 9am-5pm.

The Working Centre has always held an equal salary policy across the organization, reducing comparisons and hierarchy. Our leadership has always accepted less money in respect of this ethic. These new positions are created with this spirit, while also inviting roles that help to foster both the beauty of the work and the systems and commitments that increasingly challenge the work. This

position starts near the top of our salary policy, at \$70,500 annually. We offer a full benefits package that starts after 3 months of full time work.

## **APPLICATION PROCESS**

The Working Centre is a dynamic and highly responsive organization. Co-workers come from all walks of life, a variety of cultural backgrounds, and an eclectic mix of age groups. We are constantly learning and are challenged in our work. We offer many flexible yet anchored work roles and a work environment that allows you to do meaningful, respectful and good work.

This work is more than a job – it is about committed community work in a collaborative environment. If you think that this role would make you excited to come to work every day, we'd like to hear from you.

Email your application to [working@theworkingcentre.org](mailto:working@theworkingcentre.org) and include:

- A cover letter explaining your interest in this position, our organization and how your experience and skill would be a good fit.
- Your resume