

Job Title: Materials Coordinator

The **Materials Coordinator** reports to the Director of Operations and supports the Operations Team by carrying out tasks related to inPath's core operations, in service of the organization's mission and vision. They coordinate the ordering and delivery of materials for inPath's office and staff, over 70 artist residencies across Canada, and two annual festivals.

Key Details

Ideal Start date: November 9th, 2020

Hours: 36 hrs/wk (includes paid lunch hour). Work volume fluctuates depending on annual programming. Early morning, evening and weekend work is sometimes required.

Contract length: One year contract with a possibility to renew; 3-month probationary period

Conditions: Position requires a valid driver's license, a willingness to travel to remote communities and the ability to lift and carry heavy items, up to 40 pounds.

Base Salary: \$41,184 with a salary review once per year.

Benefits: Group health insurance; monthly cellphone contribution; and 2-weeks paid vacation per year.

Hiring Process: Applications are due **October 11th at 11:59 pm EST**. Interviews will take place between **October 21st-23rd**. Only candidates chosen for an interview will be contacted.

To apply:

- 1) Fill out [our application form](#) (instead of writing a cover letter)
- 2) Email a PDF copy of your resume/CV to workwithus@inpath.ca Please name your document by Position_Last name_First name. Do not include any other information in the file name. **Example: MaterialsCoordinator_Chan_Mary.pdf**
The subject line of your email should match the file name.

About inPath:

[inPath](#) is a learning organization that designs and delivers arts-based programs alongside Indigenous communities for Indigenous youth.

We are based in Montreal, but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years! Our commitment to systems change through the arts means that we think creatively, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where all learning sparks joy, encourages curiosity and promotes agency.

Our Work Environment:

Working as part of the [core inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of 40+ artists and 500+ youth who are building strength-based narratives through creativity. Our environment is:

- Hierarchical, support-based, and highly collaborative;
- Primarily English-speaking;
- Fast-paced—we are a dynamic, nimble, high-performance team;
- Guided by collectively developed group norms that focus on well-being; and,
- An open concept office space.

Note on remote working during COVID-19: The health of our staff is of the utmost importance. We are taking the necessary precautions needed to prevent the spread of COVID-19 to ensure the safety and well-being of our staff. While the majority of our team is currently working remotely, this role **will** require work in the office when receiving, packing, and shipping materials is required. The obligation to travel will resume when safe to do so.

Key Responsibilities:

Overseeing all logistics related to materials

- Orders, packs, and ships the materials and supplies for all artist residencies;
- Communicates and coordinates with suppliers, artists, school staff, and educational consultants to ensure the timely delivery of materials to communities;
- Orders supplies for the office and individual staff and assists with any inPath purchasing and shipping needs as requested;
- Orders, organizes, and manages all materials, merchandise, and promotional goods for all inPath events and festivals;
- Ensures orders and shipments stay within their allotted budgets;
- Maintains an organized stockroom and inventory lists for both the office and participating schools;
- Travels to communities to conduct inventory, as needed; and,
- Participates in the implementation of inPath's training week and celebration events.

Nurturing the work environment and inPath community

- Integrates an understanding of anti-oppression frameworks into their work and responsibilities.

Experience/Skills:

We recognize the value of both paid and unpaid work. For this job, you should have **some or all** of the following experiences and/or skill sets:

- Two or more years of experience with inventory, stocking, and ordering materials;
- Excellent problem-solving skills and the ability to create contingency plans;
- Knowledge of multiple types of artistic materials with a focus on visual arts and multimedia;
- Work within specific program budgets;
- Experience working with ambiguity, multi-tasking, and complex logistical scenarios;
- Able to work independently;
- Able to generate and use spreadsheets and documents in Microsoft Office (Word, Excel) and Google Suite (Drive, Docs, Sheets) to manage orders and inventory lists; and,
- Emotional intelligence, strong interpersonal skills.

Successful Candidates Will Possess the Following:

We are looking for someone who is organized, detail-oriented, and process-driven to join our team. Other qualities include:

- Tactful and adept at developing new relationships with suppliers (good at cold calls);
- Accustom to high paced work environments and comfortable working with emergence and change;
- Punctual and reliable;
- Nimble, adaptable, and open to feedback (giving/receiving);
- Comfortable with flexible timelines and varying workloads; and,
- A self-motivated team player.

Additional Assets:

- Multilingualism (French/English/Indigenous languages);
- Informal or formal relationships to art-making or other creative processes; and,
- Experience living in and/or working with Indigenous communities, whether as a member of the community or as a guest.

Accessibility:

Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-reduced policy. If you have any specific questions relating to accessibility please email workwithus@inpath.ca.

inPath's team is committed to:

- Their own learning and development;
- Caring, reciprocal relationships;
- Un/learning our colonial history and present-day systems of oppression;
- Systems change in education and learning, from the inside out;
- Deeply collaborative work; and,
- An open, generative approach to giving and receiving feedback.

Benefits of working with inPath:

- We offer flexible work hours;
- Our team is committed to building an inclusive, open learning environment;
- We love office snacks;
- Our office is filled with plants;
- We are invested in learning and teaching;
- We are committed to systems change;
- As a learning organization, we offer professional development opportunities for our staff to grow within their positions and bolster their skill sets on the job; and,
- We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.

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Selection process: Only candidates chosen for an interview will be contacted. Interviews will take place between **October 21st-23rd.**



1001 Lenoir, Suite B-218, Montreal, Quebec, H4C 2Z6

Employment equity: inPath values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working-class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve. **If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**

Your story is your strength and we look forward to hearing from you!