

Job Posting**Office & Education Coordinator**

Vancouver, Canada

Part-time, permanent (10-12 hours weekly)

Remuneration: \$20/hour

Do you have a passion for glass? We are seeking a candidate to fulfill the role of Office & Education Coordinator to work with our team and members in our East Vancouver studio. We are looking for an energetic, self-starter with a passion for Not-For Profits and Co-operatives especially in the Arts.

Reporting to the General Manager (GM), the Office & Education Coordinator works with a small team that also includes a Financial Officer, Studio Manager and Studio Technician. The coordinator will be involved in all facets of running a non-profit arts cooperative, including assisting with our public education program and special events as well as supporting our membership. The position will also include clerical duties with customer service, bookkeeping and office administration.

This is a junior position with an opportunity to grow and learn about a vital, growing, Co-operative that offers the right candidate the possibility to truly make a difference to our membership.

Key Duties:

- Customer service
- General office administration
- General bookkeeping assistance
- Processing orders that include classes, events and merchandise
- Assisting with education program administration, including answering inquiries, sending reminders and compiling class lists
- Packaging and labelling student work
- Packaging and labelling glass supplies for sales
- Assisting with marketing projects, including updating website and social media accounts
- Working with team to coordinate special events, including talks, demonstrations and fundraisers

Other duties as assigned

Some evening and weekend availability required

Qualifications:

- Completion of high school is required
- Friendly, professional, and proactive
- Willing to learn and grow

- Proficient with Microsoft Office programs and POS systems
- Must be organized and detail orientated with a high level of accuracy
- Excellent written and verbal communication skills
- Marketing experience and knowledgeable of Shopify is an asset
- Interest in the arts is an asset

To apply:

Send cover letter and resume in .pdf format to info@terminalcityglass.com with Office & Education Coordination in the subject line.

Open until filled, please note only candidates invited for an interview will be contacted.

Start date: January 2022

About Terminal City Glass Co-op

Terminal City Glass Co-op (TCGC) was founded in February 2012 as Canada's first non-profit, co-operative glass arts facility. Our mandate is to provide access to high-quality glassmaking equipment and resources for the artistic development of emerging and established artists; to offer an educational glass program for the public in efforts to encourage awareness of glass as an art medium; to engage the community through events that promote glass as an art form. We offer classes in glassblowing, flameworking, beadmaking, and sandblasting for ages 16+, and encourage our students to further their exploration of glass as a form of creative expression. Artists work independently out of our studio on their own individual projects and businesses. We support all kinds of community-building activities in the studio including slide shows, social events, member meet-ups, fundraisers and more.

Terminal City Glass Co-op is an equal-opportunity employer and values diversity in the workplace. We encourage applications from all qualified candidates. We particularly encourage applicants who identify as being from diverse communities, including those who identify as Black, Indigenous, and people of colour; people with disabilities; people identifying as LGBTQ2S+, and people facing economic barriers.