

Materials Coordinator

Apply by: June 12th, 2022 at 11:59pm EST

Interview Dates: June 27th - July 8th, 2022

**Only those chosen for interviews will be contacted.*

Ideal Start date: August 1, 2022

To apply:

- (1) Fill out [this form](#) in English or in French.
- (2) Send your CV to workwithus@inpath.ca.

Important notes:

- Name your CV (as a PDF) like this:
Position_Last name_First name.
- Write the subject line of your email so that it corresponds with the name of your PDF.

*If you have any problems filling out the form or have questions about the process, please email workwithus@inpath.ca.

Hours: 36 hrs/wk (includes paid lunch hour)

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

Starting Salary: 38,000 - 40,500 depending on experience

Contract length: 1 year contract with a possibility to renew; 6-month probationary period

Where you'll be working: While the majority of our team is currently working remotely, this role **will** require working from our Montreal office when receiving, packing, and shipping materials is required.

Benefits, Vacation, and Paid Time Off:

Group health insurance; monthly cellphone contribution; 2-weeks paid vacation per year and a paid winter holiday from December 25th - January 1st; Wellness Days & Sick Days

**This position sometimes requires a fluctuating work schedule, with periods of greater demands on time than others. Early morning, evening and weekend work may sometimes be required.*

Your role:

As our Materials Coordinator, you will support inPath's core operations, by carrying out the purchasing and shipping of materials in service of the organization's mission and vision. Reporting directly to the Director of Programming, you will coordinate materials and equipment for artist residencies, special programs, virtual and in-person gatherings.

Your day-to-day tasks will include:

- Ordering, packing and shipping materials and supplies for artist residencies and in-school programming from coast to coast, including remote communities;
- Communicating and coordinating with suppliers, artists, school staff and inPath team members to ensure the timely delivery of materials to participants and communities;
- Driving around Montreal to pick up supplies, dropping off shipments at the airport and other materials related duties;
- Utilizing creative problem solving and research skills to source out of stock or hard to find materials;
- Ordering, organizing and managing materials, merchandise and promotional goods for inPath events and festivals;
- Managing inventory and order fulfillment for inPath's online merchandise store;
- Managing materials budgets to ensure orders and shipments stay within their allotted budgets;
- Maintaining an organized stockroom and inventory lists for the office;
- Participating in inPath training and celebration events.

About You (your skills and qualities):

**We recognize the value of both paid and unpaid work and the value of lived experience. The following skills and qualities will help you thrive in this role. Remember: you don't need to have all of these to be a strong candidate.*

- You are tactful and adept at developing new relationships with suppliers (good at cold calls);
- You understand the connection between clear communication and effective working relationships.
- You have a keen eye for detail and like to check and double check your work.
- You are nimble, adaptable, and open to feedback (giving/receiving).
- You are comfortable setting up your own workflow and planning short and long term projects.
- You like to understand challenges, ask questions, and find solutions.

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- You are comfortable collaborating with teammates and working with external clients and consultants.
 - You are comfortable with flexible timelines and varying workloads.
 - You are emotionally intelligent and possess strong interpersonal skills.
 - You like talking to people with different life experiences and are committed to understanding where they're coming from. You're energized by conversation and connection.
 - You value the work environment as a space of connectivity and respect. Safety, accessibility, anti-racism, curiosity, and anti-oppression are part of the way you work.
 - You are committed to learning new skills and are willing to unlearn behaviours and ways of thinking that do not serve the mission, vision and values of the organization.
 - You have informal or formal relationships to art-making or other creative processes.
 - You have experience living in and/or working with Indigenous communities, whether as a member of the community or as a guest.

Qualifications for this Position:

**We recognize the value of both paid and unpaid work and the value of lived experience. For this job, you should have some or all of the following qualifications:*

- 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, music and multimedia;
- Possess a valid driver's license and comfortable driving in the city;
- The ability to lift and carry heavy items, up to 40 pounds;
- Experience with online stores and order fulfillment;
- Advanced knowledge of Google Workspaces (Drive, Docs, Sheets).

About Us:

We are a learning organization that designs and delivers arts-based programs alongside Indigenous youth. We are based in Tio'tia:ke/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 six years. We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where creative learning encourages curiosity, promotes agency, and helps people feel connected to a community.

Our Work Culture & Norms:

Working as part of the [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 work environment is:

- Hierarchical, support-based, and highly collaborative
- Primarily English-speaking
- Fast-paced, dynamic, and nimble
- Guided by collectively developed group norms and agreements that focus on well-being
- A mix of in-person and remote team. Our office space is in St. Henri, a charming neighbourhood in the south west of Montreal.

Our Team is Committed to:

- Learning and professional development. We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking
- Caring, reciprocal relationships
- Un/learning our colonial history and present-day systems of oppression
- Our vision, mission and values as lived in the day-to-day
- Anti-oppression and anti-racism practices and pedagogies
- Systems change in education and learning from the inside out
- Collaborative work and creative problem solving
- An open, generative approach to giving and receiving feedback

Accessibility:

While the majority of our team is currently working remotely until further notice, this role **will** require working from our Montreal office when receiving, packing, and shipping materials is required. As well, this position requires the ability to lift and carry heavy items, up to 40 pounds. 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-free policy. If you have specific questions relating to accessibility, please email workwithus@inpath.ca.

A Note on Employment Equity:

We value the contributions 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.