



Start Me Up Niagara

Job Posting

Niagara's Mobile Closet Coordinator Assistant

REPORTS TO:

Niagara's Mobile Closet Coordinator

Position Summary

Start Me Up Niagara is a Not-For-Profit Organization that provides services to vulnerable and marginalized populations in the Niagara Region. Start Me Up Niagara's Mobile Closet (NMC) is a charitable service that provides free clothing, footwear, and hygiene throughout Niagara to those who are dealing with financial insecurity or are unsheltered. Free shopping events are hosted by community partners and take place at pre-arranged locations. In addition, there are 30 mini closets throughout Niagara which addresses the need for direct access to clothing for those experiencing a clothing crisis. This project ensures clothing is more accessible where it is immediately needed by front line workers.

The ideal candidate is highly detail-oriented, organized, and comfortable working with Excel and Word. Some background or interest in fundraising, donor relations, or the non-profit sector is considered an asset, but training will be provided.

Employment Type:

Part-Time (Fifteen (15) hours per week). Pay Range \$20 – 22\$/hr. This position is for an open vacancy.

Key Responsibilities

General Responsibilities

- Administrative tasks related to Mini Closets
- Coordination of Mini Closet volunteers
- Assist volunteers with duties as needed
- Follow Joint health and safety regulations of Start Me Up Niagara
- Understand and respect those utilizing the programs in the community
- Responsible for monitoring and responding to Mobile Closet emails
- Responsible for completing and coordinating incoming referrals
- Work with volunteers in a kind and respectful manner
- Other duties as required

Niagara's Mobile Closet responsibilities

- Perform research, specifically to program relevance as requested by the NMC Coordinator
- Attend NMC and SMUN staff meetings as required
- Prepare Mini Closet Hygiene Kits
- Liaise with external partners as requested always aligning the program at the forefront
- Participate in the efforts to educate clients on hygiene importance – as a wrap-around service with other programs of SMUN (i.e importance of hygiene as it relates to employment, the correlation of mental health and hygiene)
- Communicate with community partners of upcoming Mobile Closet events
- Other duties as assigned

Reports to the NMC Coordinator

Qualifications

- Post-secondary education
- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Excel and Word (required)
- Strong communication skills.
- Previous administrative experience preferred.
- Background or interest in fundraising, donor relations, or the non-profit sector is an asset.

Requirements

- Have strong written, interpersonal, and oral communication skills
- Have a positive, non-judgmental attitude toward others
- Must be able to remain calm in stressful situations
- Ability to multi-task, prioritize and delegate in an ever-changing environment
- Ability to work as a team and on your own with little supervision
- A satisfactory Vulnerable Sector Criminal Records Check is required if hired
- Ability to work a flexible schedule
- Valid class G driver's license with \$1,000,000 minimum liability insurance
- Able to work legally in Canada

How to Apply:

Applicants are invited to email a cover letter and resume with the subject line “**Niagara’s Mobile Closet Coordinator Assistant**” to hr@startmeupniagara.ca

We thank all applicants, however only those who are selected for an interview will be contacted.

Accommodation

Accommodation provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations within reason due to a disability or medical need are available on request for candidates taking part in the recruitment process.

*We thank all candidates for their interest in advance.
Due to volume, we will only be contacting those selected for an interview.*