

## Enactus SFU 2017 - 2018



### Coast Cards – Production Manager

#### Position Overview:

The **Production Manager** for Coast Cards will play a vital role in leading the production team in an efficient manner while making a positive impact in the community. You will have the opportunity to oversee the entire production process, including allocating resources, packaging finished products, and maintaining positive relationships with project partners. You will also have the opportunity to work with the Sales Manager to ensure that all units made and sold are properly accounted for. This position will enable you to further your leadership, communication, teamwork, and organizational skills.

Your term will run from **June 2017 to May 2018**.

#### Responsibilities:

- Oversee and allocate materials to accommodate and fulfill incoming orders
- Maintain relationship with community partners staff and employees, during production workshops
- Lead a team of Production Coordinators to train, supervise and assist employees
- Manage the production of cards to maintain a stable inventory and ensure quality of product
- Coordinate with the Graphic Designer to create an engaging production manual
- Create a training manual that provides Production Coordinators with best teaching practices and card-making techniques
- Lead and monitor Production Coordinators throughout workshops and provide them with constructive feedback
- Attend weekly meetings and contribute innovative ideas

#### Qualifications:

- Passionate about making an impact in the community and working with an audience in need
- Experience in leadership roles that demonstrate problem-solving and organizational skills
- Strong communication and interpersonal skills (written and verbal)
- Works well with tight deadlines while being detail-oriented
- Exceptional time management skills, with the ability to prioritize and multitask
- Experience in working with stakeholders and/or community partners is an asset

If you have any questions about the position, feel free to contact the Project Manager, **Shilpa Lakshmy** at [coastcards@enactussfu.com](mailto:coastcards@enactussfu.com)



