



## PRODUCTION COORDINATOR

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### Position Overview:

The **Production Coordinator** for Soap for Hope will play an integral role in contributing to the success of the Soap for Hope program. You will have the opportunity to participate in the entire production process, including allocating resources, packaging finished products, and maintaining positive relationships with the production team and program partners.

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

### Responsibilities:

- Fulfill incoming orders and allocate resources accordingly
- Maintain relationship with Mission Possible staff and workers, during production workshops
- Ensure a balance of inputs (human resources) and outputs (soap sold), and ensure quality of product
- Learning and applying best practices and soap-making techniques under the guidance of the Production Manager

### Qualifications:

- Passionate about making an impact in the community and working with an audience in need
- Demonstrate leadership, problem-solving and organizational skills
- Strong communication and interpersonal skills (written and verbal)
- Exceptional time management skills, with the ability to prioritize and multi-task
- 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 Program Managers,  
**Marilyn Yeo** at [soapforhope@enactussfu.com](mailto:soapforhope@enactussfu.com)

