

## Enactus SFU 2017-2018

### Soap for Hope – Production Manager



#### Position Overview:

The **Production Manager** for Soap for Hope will play a vital role in leading the production team through curriculum training. You will have the opportunity to oversee the entire production process, including allocating resources, packaging finished products, and maintaining positive relationships with production partners. You will also have the chance to work with the finance manager to ensure that all units made and sold are properly accounted for.

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

#### Responsibilities:

- Oversee and allocate materials to accommodate and fulfill incoming orders
- Maintain relationship with Mission Possible staff and workers, during production workshops
- Lead a team of Production Coordinators to train, supervise and assist employees, alongside with Mission Possible
- Coordinate with the Finance Manager to create a budget for resources
- Ensure a balance of inputs (human resources) and outputs (soap sold), and ensure quality of product
- Create an engaging and flexible curriculum that Production Coordinators can refer to for guidance in best teaching practices and soap-making techniques
- Monitor Production Coordinators throughout workshops and provide them with constructive feedback and training workshops to improve their instructional abilities
- Assist with sales functions

#### Qualifications:

- Experience with writing lesson plans and developing teaching curriculum
- Ability to adapt quickly and problem solve
- 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
- Completion of BUS 473 is an asset

If you have any questions about the position, feel free to contact the Program Manager, **Marilyn Yeo** or **Rhythm Tang**, at [soapforhope@enactussfu.com](mailto:soapforhope@enactussfu.com).