MASS LBP Creative Publics

MASS is hiring a new project coordinator
We're looking to expand our team by adding a new project coordinator during Winter 2018. Applicants should have a rare mix of qualities to help us build our practice and raise our game. MASS LBP is a private company with a public mission: to assist governments to connect with citizens in inventive and effective ways, as we work towards common ground on the defining political issues of our time.

Who are we looking for?
We are looking for a recent university or college graduate with experience in a professional setting who has a desire to learn and dig in on a diverse portfolio of strategy, engagement, and communications projects. To succeed you will need an entrepreneurial sensibility, the stamina required by a start-up, and a hard-to-rattle Swiss Army Knife ability to muck-in wherever necessary to get a job done.

The right candidate will have a special mix of skills that combines a keen eye for detail, a friendly personality that puts people at ease, and a passion for careful research, clear writing, and constant learning.

In your role, you will frequently pivot from one meeting to the next to support our directors, while taking calls from citizen participants, and preparing and proofing documents before they head out the door. You should be comfortable in a fast-paced environment and be able to keep your focus amid inevitable distractions.

Specifically, you will work with us to:

- Assist in planning and executing public events — sweating the details in style — often on evenings and weekends
- Communicate by phone and email with citizen participants and build rapport by conveying our respect and appreciation to these volunteers
- Assist with basic research tasks including web research and literature reviews, and summarizing meeting and interview notes
- Assist with day-to-day business operations, including bookkeeping, project invoicing and budget tracking
- Assist team directors in delivering their projects

We prize candidates who demonstrate:

- An impressive and committed work ethic
- A proven ability to successfully manage multiple projects, to create order, and to track details
- Strong writing and communication skills — we put a high premium on this
- Basic bookkeeping or business skills, or a willingness to learn
- Experience coordinating complex events
- An interest in politics and public policy, and a strong ethical and democratic instinct

Compensation
MASS practices open book management. Our approach to compensation is straightforward and all salaries will be publicly disclosed. New coordinators earn $52,000 and enjoy health benefits as well as three weeks paid holiday. Upon successful completion of a six-month probationary contract, a permanent contract and a salary increase to $56,000 will be offered. After one year, coordinator salary increases to $62,000, and after two years to $65,000. These terms are non-negotiable.

Please keep in mind that high turnover can be very disruptive to a small company. We're looking for candidates who are explicitly committed to a permanent, long-term position with us. This means a minimum of two years.

MASS is an equal opportunity employer and welcomes candidates that reflect the diversity of the communities we serve.

To apply
We will review applications as they are received and invite qualified candidates to submit further documentation or to participate in one or more interviews. We plan to hire only if and when we identify a suitable candidate. There is no specific closing date, so please submit your application as soon as it is ready.

We will confirm receipt of your application, but further correspondence will be restricted to candidates from whom we seek further information.

Applications should include a curriculum vitae and a brief (200 word max) statement of interest.

Applicants must be eligible to work in Canada and should be able to travel up for up to14 days per year.

Please send your application as a single pdf to apply@masslbp.com with the subject line 'Coordinator Application.'