



**Position:** LEDlab Project Manager  
**Commitment:** 16-months full time  
**Start date:** March 1, 2017 or earlier  
**End date:** June 30, 2018  
**Compensation:** \$50,000-55,000, plus benefits

The Local Economic Development Lab (LEDlab), initiated and closely supported by Ecotrust Canada and RADIUS SFU, incubates community-driven social enterprise for a more vibrant and inclusive local economy in Vancouver's Downtown Eastside. We do this by partnering with local organizations and leaders, resourcing them with talented graduate students, and working collectively with experts in a 'lab' format to develop shared skills and knowledge, collaborate, and test new ideas to change the local economic system over time.

Our intended outcomes are to:

1. Catalyze new economic activity that benefits the local low-income community;
2. Equip local individuals, organizations, and networks with the tools, methods, processes and agency to advance future ideas on their own; and to
3. Build stronger networks and opportunities for collaboration and coordination amongst inner city organizations, residents, businesses, funders and other stakeholders.

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Half-way through our planned three-year initiative, the Local Economic Development Lab is expanding to meet the demand and opportunity for systemic impact with our work. We are seeking an organized relationship-builder, storyteller, and project manager to lead our 2017/18 cohort of innovative projects, and to help us tell and share stories of impact from the lab and our community partners.

The Project Manager will assist in scoping our 2017/18 projects; recruit, hire, train, manage, and mentor a team of graduate student Project Coordinators to complete this work; manage LEDlab website, and lead digital storytelling through blogs and newsletters; maintain and grow LEDlab relationships and collaborations with inner city networks; support program administration; and support in activating knowledge mobilization events and workshops.

The ideal candidate:

- Is passionate about advancing equity and diversity in our cities, as well as in the social innovation space
- Is comfortable working in a community setting, with a high degree of self-awareness
- Has strong consulting and customer service skills; is able to listen to the needs of others and frame opportunities around them
- Facilitates generative and impactful small group meetings
- Can manage and mentor a team of 4-5 Project Coordinators

- Is an experienced storyteller, excellent writer, and creative in their approach to knowledge dissemination both online and offline
- Is comfortable working with wordpress, campaign monitor, and can learn new digital tools as required
- Has an understanding of social innovation labs, and design thinking methodology
- Has relevant experience in local economic development, poverty reduction, entrepreneurship, or urban (economic) planning
- Enjoys working in independent, highly dynamic situations with multiple stakeholders and deadlines and therefore is organized and detailed oriented
- Is thoughtful, tenacious, and has a sense of humour!

**Bonus Skills Wish List:**

- Experience living or working in the Downtown Eastside (DTES)
- Graphic design

**How to Apply:**

Apply by sending a cover letter, CV, and writing sample to Kiri Bird at [kiri@ledlab.ca](mailto:kiri@ledlab.ca) by 5:00PM Friday January 22nd, 2017. If you list graphic design as a skill set in your application, please provide a sample of your work.

In your cover letter, please address the following questions:

1. Why do you want to join the LEDlab team?
2. Tell us about the skills you have to get the job done
3. Briefly share what you know about the DTES
4. Tell us about a time you tried something and failed. What happened next?