

# TOOLBOX PROJECT

SHARE | BUILD | TRANSFORM

## FIX-IT FAIR COORDINATOR

### THE TOOLBOX PROJECT

The ToolBox Project shares home and garden tools with our community so we can all build and grow together. Our goal is to help individuals, families, and neighborhoods thrive by creating a space and service, so we can share, build, and grow together.

The ToolBox Project has partnered with the City of Eugene and Lane County to host Fix-It Fairs. Fix-It Fairs are events that invite the community to get items repaired at no cost. Volunteers and professionals provide free repairs at these events and provide assistance to attendees interested in learning how to make their own repairs. Repair services are available for a variety of products including small appliances (like lamps and toasters), tools, clothing and textiles, small electronics, home and garden tools, furniture, toys, and more. Fix-It Fair events are free and open to the community.

### THE FIX-IT FAIR COORDINATOR

The Fix-It Fair Coordinator oversees the Fix-It Fair program by planning and implementing Fix-It Fairs, completing administrative duties required for the maintenance of the program, and working with the ToolBox Project Board and community partners to develop the program. The Fix-It Fair Coordinator will also be responsible for collecting data and developing the reports needed for compliance and collaboration. This position may also work on grant and proposal writing in collaboration with the Board of Directors.

The Fix-It Fair Coordinator will promote our values through recruitment of skilled repair professionals who perform services within the communities where a Fix-It Fair is hosted (“Fixers”). This program is currently operating in Eugene and we look forward to working with the Fix-It Fair Coordinator and our community partners to expand the program to more locations within Lane County.

### DUTIES:

- Develop and maintain community partnerships with local Fixers, volunteers, agencies and organizations to coordinate and execute Fix-It Fairs; communicate effectively to ensure compliance and maintain collaborative relationships with important community partners, Fixers and the Toolbox Project Board.
- Respond to feedback, requests and issues that come up from the development of, or execution of Fix-It Fairs, and any documentation required.
- Develop and approve operations and budgets.
- Review, evaluate, analyze, and make recommendations for service improvements and implementation.
- Create or participate in the development and implementation of policies and procedures.

- Responsible for project management related to the Fix-It Fair events; develop and establish deadlines, goals, objectives, workflow, and operational procedures. Includes developing, producing, analyzing, and presenting any necessary reports to the appropriate parties.
- Responsible for complex problem-solving by working with community partners within and outside the Fix-It Fair.
- Performs miscellaneous job-related duties as assigned.

### **IDEAL QUALIFICATIONS:**

- Ability to recruit, coordinate and communicate with ToolBox Project staff and volunteers, Fixers and community partners about Fix-It Fair events and program needs.
- Ability to assess objectives and operational requirements and to develop and implement suitable operational policies and/or procedures.
- Ability to plan, organize and oversee the operations of the Fix-It Fair program including writing grant and funding proposals, and producing any documentation needed for compliance and reporting; in collaboration with the Board of Directors.
- Knowledge of ToolBox Project values and mission.
- Project management skills and the ability to resolve complex problems and issues.
- Maintains professional knowledge base and skills through participation in community organizations, volunteer work, continued education, and/or research.
- Experience with non-profit event planning and communicating between multiple parties. Familiarity with SignUp or other volunteer coordination platforms is helpful.
- Experience with website editing tools, such as Weebly, and familiarity with social media, for working enthusiastically with a team to represent our organization to the community.
- Ability to communicate using online collaboration tools, including Slack, Google Workspace, and others.
- Ability to generate reports from online tools including Square and others. Ability to analyze, collaborate, and communicate report results with a team.

### **ABILITY TO:**

- Exemplify traits that reflect the culture of the ToolBox Project, including empowerment, a customer service orientation, cultural sensitivity, and accessibility.
- Learn, interpret, and apply ToolBox Project and Fix-It Fair policies, and procedures.
- Learn, interpret, and apply pertinent Federal, State, and local laws, codes and standards.
- Recognize the value of individual and cultural difference and create a work environment where everyone's differences are valued.
- Plan, assign, direct and train Fixers and community partners in Fix-It Fair event procedures. Positively and effectively supervise, motivate, team with and learn from volunteers and interns; gain cooperation through discussion and mediation.
- Prepare and maintain accurate and complete records.
- Investigate complaints and take or recommend corrective action necessary to resolve complaints. Respond to requests and inquiries in a timely manner. Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain regular and consistent attendance and perform work without direct supervision.
- Operate standard office equipment. This position will also be required to lift no more than 50lbs while setting up events. Physical ability to perform the essential job functions with or without a reasonable accommodation is required.

## **EXPERIENCE:**

The successful candidate will likely have at least 3 years of progressively responsible experience with a non-profit agency or in education or event planning. Experience must indicate increasing responsibility in implementing and administering programs or projects with a strong focus on reporting and compliance.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferrable skills from a variety of sources and experiences. ToolBox Project will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

## **TRAINING & EDUCATION:**

The successful candidate will likely have significant coursework or experience in public event planning and program development. Additional specialized training or experience in waste management, environmental quality, or recycling is ideal. Understanding of culturally relevant intervention development and implementation would be valuable for the position, especially if the candidate is knowledgeable about developing partnerships with rural communities. Spanish-language professional ability is helpful, but not required to perform the necessary job duties.

## **REQUIRED CERTIFICATION:**

The ToolBox Project Coordinator will be required to travel during the course of their duties. Possession of, or ability to obtain, a valid State of Oregon vehicle driver's license, and be insurable at standard rates is required for this position; as well as access to a motor vehicle.

## **COMPENSATION:**

The pay for this position is **\$25.00 per hour** to start. This position will work at least **10 hours a week**, but may be required to work additional hours as needed and is eligible for overtime over 40 hours in a work week. There are no benefits packages at this time.

This position is seasonal and contract-based, duration and scope of work dependent on ToolBox Project renewing contracts with community partners, and/or developing contracts to mount Fix-It Fair events with other agencies.

**TO APPLY:**

***Please submit a Resume, Cover Letter that details why you are interested in this position and how your experience will translate to the work of the Fix-It Fair Coordinator, and three references to [hr@eugenetoolboxproject.org](mailto:hr@eugenetoolboxproject.org). Applications will be reviewed for relevant experience, education, and training.***