

**Position:** Enterprise Manager for JustPotters  
**Hours:** 20-30 hour /wk  
**Compensation:** \$23 to \$25 per hour  
**Date Posted:** December 12, 2017

## A Job with Purpose

JustPotters (founded in 2006) is a social enterprise operated by JustWork Economic Initiative. Our goal is to offer dignified work for people who face barriers to employment, while providing our wholesale, and retail customers with beautiful, locally handcrafted ceramics.

The Enterprise Manager of JustPotters will be responsible for the day to day operations of the JustPotters studio. This entails handling the business side of the enterprise, including fielding customer inquiries and correspondence, invoicing, purchasing and marketing. In addition to managing the practical aspects of the pottery studio (organizing firings, glazing, etc.), the Enterprise Manager will also be responsible for coordinating and supporting our pottery staff to complete pottery orders. This involves assigning orders, providing employee support, pottery oversight (including glazing) and managing payroll. Along with JustPotters staff, the Enterprise Manager will also be responsible for organizing and facilitating JustPotters corporate and team-building workshops.

## The Ideal Candidate

We are looking for someone who is passionate about doing a job that will make a positive impact in the community. This passion should be combined with skills and experience in each of these areas:

- **Ceramic Arts:** Expertise in ceramic arts, providing guidance as well as hands-on assistance. This involves experience with wheel throwing, hand-building, as well as firing and glazing.
- **Studio Management:** Experience in organizing of bisque and glaze firings, loading and unloading kilns, order coordination, shipping and receiving, ordering supplies, quality control, general studio maintenance.
- **People:** Demonstrated ability to work well alongside people who come from a range of socio-economic backgrounds and who face a variety of physical and mental disabilities. Previous management experience is an asset.
- **Workshops:** Experience in teaching and/or leading workshops is a plus, including preparing course descriptions and syllabus.
- **Administration:** A demonstrated ability to manage customer inquiries and requests, as well as tasks such as invoicing and payroll.

## Qualifications:

- 4+ years of ceramics arts experience; 2+ years in a supervisory role.
- Able to work well with people from diverse backgrounds, and people facing barriers to employment
- Extremely dependable. Good role model. Pleasant demeanor.
- Comfortable functioning in a Christian faith-based organization.
- Driver's license is a plus.

**Compensation:**

The starting wage rate is \$23 - 25\$ per hour depending on experience and qualifications.

**How to Apply:** Send a resume and cover letter to [jobs@justwork.ca](mailto:jobs@justwork.ca).

In your cover letter, please ensure to describe your experience working with marginalized individuals and why you would thrive at JustWork – with our mission of offering employment to individuals facing barriers to work.

***A Job with Purpose:** JustPotters ([www.justpotters.ca](http://www.justpotters.ca)) is a social enterprise operated by JustWork Economic Initiative ([www.justwork.ca](http://www.justwork.ca)) and part of the growing, worldwide movement around values-driven business. Our goal at JustPotters is to offer excellent work opportunities for our community employees while providing our customers with beautiful ceramics.*