

## Common Good Community Development Corporation: Matchstick Goods

Job Title: Studio Assistant
Reports To: Social Enterprise Director
Date: March 2021

### Position Overview:

Work in conjunction with the Social Enterprise Director and Studio Supervisor to carry out studio operations for Matchstick Goods. This would include but not be limited to working with clay to create products, helping with kiln prep, glazing pieces, and helping ship/deliver pieces. Responsibilities would also include training, managing, and creating a positive atmosphere for summer youth and student employees. This position is part-time at 10-20 hours a week starting mid May and going through the beginning of September.

### Essential Responsibilities:

1. Work to learn and master the various processes for creating Matchstick Goods' handbuilt clay products, glazing pieces, and shipping/delivering products to customers.
2. Build meaningful and positive mentor relationships with students, graduates and parents (when applicable). Display leadership skills and a strong passion for mentoring.
3. Assist Social Enterprise Director and Studio Supervisor to plan, set up, and run major sales, shows, pop ups, and other sales opportunities.
6. Work with the Social Enterprise Director and Studio Supervisor to train and manage summer student youth employees.
7. Exhibit a growing understanding of Matchstick's aesthetic and product offerings.

### Requirements:

1. A strong passion and commitment to mission and outreach in an underserved community.
2. An awareness and understanding of the principles of Christian Community Development and the characteristics of a social enterprise business model.

3. High levels of initiative, passion and energy.
4. Teachable attitude and a desire to grow in understanding and knowledge of business development and management
5. Attention to detail and a commitment to quality work

**Preferred Qualifications:**

1. Candidate is bilingual (Spanish and English Speaking).
2. Experience working in an urban setting with students
3. Experience working with clay

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and organization.