



PROJECT COORDINATOR – SEWING SOCIAL ENTERPRISE

Community Support Services (CSS) is on the threshold of exciting new developments. Growing our circular-economy sewing social enterprise **Stitch the Gap**, which equips women who face multiple social, economic and cultural barriers to employment with commercial sewing skills and machines, creating pathways to self-employment and paid work with **Camilla** and other industry partners. Providing women with the opportunity to gain the knowledge and skills required to establish a successful micro-businesses in the textile and design industry.

We are looking for a **Project Coordinator** to manage our beginner, intermediate and advanced sewing programs which aim to support women achieve social and economic independence. **Sew Good** is a learn-and-earn employment collaboration with the **Camilla** fashion brand and **Stitch The Gap** – an extension of **Sew Good** - is a **work-integrated social enterprise** that equips women with in-demand industry skills and experience, including tailoring, patternmaking, and embroidery. Refining existing sewing skills to create garments, bags, cushions, scarves, throws using repurposed fabric. Participants earn income through **CSS-facilitated sales channels: our shop, online marketplaces, industry and business collaborations with Thread-Together, Camilla and Global Sisters.**

Primary purpose of position: Oversee the day-to-day running of the **Sewing Social Enterprise**; recruit women to participate in the program; work with sewing trainers & project participants, to coordinate the planning and delivery of project logistics and activities; communicate with project partners; and manage administrative tasks including monitoring the progress of project milestones and deliverables and completing required reports and documentation in line with project deadlines.

Reports to: Chief Executive Officer
Location: On-site - Office Level 1 85-87 North Terrace, Bankstown
Work Hours: 15 hours a week
Commitment: Permanent Part-Time with 3 months probation

Date posted: 22nd of September 2025
Apply by: 17th October 2025
Email to: hello@cssvillage.org.au
Subject Line: Application for Sewing Project Coordinator



KEY RESPONSIBILITIES:

Program Coordination

- Recruit and onboard women into beginner, intermediate, and advanced sewing programs.
- Coordinate schedules, sewing trainers, and program logistics to ensure smooth delivery.
- Support participants' pathways to employment or self-employment, including referrals to services and networks.

Stakeholder Engagement

- Maintain regular communication with sewing trainers, participants, and partners (e.g., Camilla, Thread Together, Global Sisters).
- Schedule and facilitate stakeholder meetings, ensuring strong collaboration and alignment across projects.
- Assist with media and communications by contributing project updates, promotional content, and impact stories.

Administration & Reporting

- Monitor project progress against milestones and deliverables.
- Manage project documentation, including plans, intake and exit assessments, databases, and progress reports.
- Provide timely reports to the CEO, program staff, partners, and funders.
- Ensure supplies, resources, and equipment are ordered and available when needed.

Collaboration & Problem-Solving

- Foster cross-team collaboration among participants, staff, and volunteers.
- Work proactively to resolve challenges, adapt project plans when necessary, and ensure goals are achieved.



QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's Degree or Diploma in Social Work, Social Science, or related field
- Minimum of 2 years' relevant experience in project coordination, case management role.
- Knowledge and experience or interest in sewing/textile design is desirable
- Proficiency in Microsoft Office or Google Suite apps for document editing, spreadsheets and forms.

SKILLS & ATTRIBUTES

- **Communication:** Strong verbal and written communication skills; ability to build relationships with people from diverse cultural and social backgrounds.
- **Problem-Solving:** Ability to respond to challenges with practical solutions.
- **Change Management:** Adaptable and resilient when plans or circumstances change.
- **Organisation:** Strong time management, delegation, planning, and reporting skills to ensure timely completion of deliverables.
- **Teamwork:** Collaborative, empathetic, and able to inspire trust in participants and partners.

ABOUT COMMUNITY SUPPORT SERVICES - CSS VILLAGE

Community Support Services is a non-profit social enterprise that takes a pro-active approach to empower marginalized women and families with the tools to 'thrive'. Through our services and training programs, we help everyone in our "Village" be part of the community, and build a better future for themselves and their families.

Since 2018, CSS has helped support approximately 13,000 community members and works with over 45 volunteers each year to enhance social, educational, economic and environmental outcomes. This is achieved through the following programs:



- **Sewing Learn and Earn Social Enterprise (*Stich the Gap and Sew Good*):** a work-integrated social enterprise in partnership with Camilla and other fashion industry collaborators. Participants gain commercial sewing skills—including tailoring, patternmaking, and embroidery—making and selling products made from upcycled fabric through sales in our shop, online marketplaces, and industry collaborations.
- **Circular Economy Social Enterprise:** Our Village Pantry & Shop repurposes food and clothing, furniture through partnerships with Thread Together, ReLove, OzHarvest, Secondbite, Foodbank —providing affordable/free essentials to those in need while reducing waste.
- **Education & Training:** Workshops in parenting, wellbeing, business coaching, and digital/financial/English literacy for all ages, including volunteering opportunities for over-55s.
- **Employment & Social Support:** supporting people in crisis with vouchers, coaching, counselling, and pathways to employment.

At our workplace, your talent can be challenged, and your efforts recognised as well as rewarded. Employing fantastic people is what we do, so come and join the fun!

BENEFITS OF WORKING WITH CSS

As a part of the friendly and vibrant CSS Village team, you'll have the opportunity to:

- Work with a dedicated team of staff and volunteers with a vision to empower women and families through a variety of impact focused projects
- Attend free upskilling courses
- Enjoy staff discounts for purchase of items offered in the CSS Village Pantry and Shop
- Work with well-known sustainable fashion industry enterprises like Camilla, Thread Together, Social Outfit.
- Meet people from diverse cultures and do meaningful work alongside like-minded people
- Utilise your skills and talents to help others.

By supporting our initiatives, you can help many women achieve social and economic independence.

Don't just make a living - make a difference!