

## Empowerment Squared – Job Description

<b>Job title</b>	<i>Coordinator, Evaluation &amp; Quality Assurance (Part Time – Contract)</i>	<i>From</i>	<i>Jan 1, 2018</i>
<b>Reports to</b>	<i>Executive Director</i>	<i>To</i>	<i>June 30, 2018</i>

**Role Posted:** December 14, 2017

**Posting Closes:** December 21, 2017

**Contract value:** \$10,000 to \$12,000 (commensurate with qualifications and experience)

**Applications should be submitted via email to:** [info@empowermentsquared.org](mailto:info@empowermentsquared.org)

**Or, delivered by hand to:**

c/o Joana Fejzaj  
Immigrants Working Centre  
182 Rebecca St  
Hamilton, ON L8R 1C1

*Based in Hamilton, Empowerment Squared is a Canadian charity that advances sustainable change through education, social development, and the development of learning pathways. We aim to empower less privileged communities through academic mentoring for youth and young adults, leadership development, and supervised access to sports and recreation opportunities.*

### Job Purpose

Reporting to Executive Director and working alongside other project staff, the Coordinator, Evaluation & Quality Assurance will oversee the development of an evaluation system compliant and consistent with internal and external program standards to facilitate continuous quality improvement for Empowerment Squared's programs and services in alignment with Empowerment Squared's Violence Prevention Campaigns Initiative supported under the Ontario Black Youth Action Plan. You will work with key stakeholders, community partners, settlement agencies, government establishments and the black community to advance the campaign's objectives and the overall vision of Empowerment Squared.

### Duties and Responsibilities

- Work with staff and volunteers to develop, implement and monitor effective processes and systems for evaluating and measuring program outcomes and compliance
- Develop data collection and management system consistent with program goals and outcomes
- Support the definition of program goals, creating objectives and measures, strategic plan implementation, and program evaluation
- Recommend software where applicable to ensure data quality and integrity for reports, internal audits and analyses
- Support ongoing staff training
- Develop and implement standards and protocols for monitoring and quality improvement
- Contribute to overall organization growth and development where applicable
- Lead/perform project close out activities which would include reports, meetings etc.
- May have to work outside of normal office hours
- Other duties as required

## Qualifications

- University degree or equivalent experience in education or related field required
- Familiarity with Hamilton's black community and black youth engagement
- Strong administrative, managerial and leadership skills
- Good interpersonal skills and attention to detail
- Demonstrated leadership experience working with diverse groups including not for profit organizations, community groups, businesses, schools and other community stakeholders.
- Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities
- Excellent communication and report writing skills
- Ability to put together and make presentations that include topics such as project status, milestones, achievements, budget and risk management

Empowerment Squared is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our values, we are committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. We will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship.

## Empowerment Squared

225 King William St

Hamilton, ON L8R 1B1

[empowermentsquared.org](http://empowermentsquared.org)

## Questions?

Leo Johnson | [leoonline@empowermentsquared.org](mailto:leoonline@empowermentsquared.org) | 905 541 2509