

Empowerment Squared – Job Description

Job title	<i>Coordinator, Strategic Initiatives and Community Engagement (Part Time – Contract)</i>	<i>From</i>	<i>Jan 1, 2018</i>
Reports to	<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

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, the Coordinator, Educational Programming is responsible for providing dynamic and proactive leadership and direction to effectively identify, develop and manage strategic opportunities for addressing programming gaps and special initiatives to further community engagement. This role also provides strategic support for general operations, communications and organizational management as part of 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. You will also assist with managing budgets, volunteers, and other program operations, in line with global budget allocations.

Duties and Responsibilities

- Develop and implement community engagement initiatives to ensure successful integration programming outcomes
- Manage logistical planning and execution of community engagement efforts
- Managing communications, information dissemination, engaging community stakeholders and program participants
- Responsible for presentations/education of community stakeholders about our work and vision
- Tracking and managing all communications, actions, engagements, events and participation of community stakeholders
- Responsible for managing Empowerment Squared's Digital Literacy Program for Parents
- Responsible for monitoring timelines and financial budgets against approved budget ensuring consistency with project plan

- Work directly with stakeholders to ensure project objectives are achieved within the planned schedule and expectations are managed appropriately
- Onboard and supervise all mentors and volunteers ensuring that they are properly trained and equipped to work with program participants
- Ensure the development of appropriate curriculum and learning models consistent with participants' needs and program goals
- Oversee the implementation of program and development of resources
- Oversee the completion of data collection, both financial and programmatic
- Acts as liaison between key program stakeholders and program participants, their families, community members, and staff
- Develop community partnerships and professional services agreements
- Serve as an Empowerment Squared representative in the community
- Escalate key issues/risks to Executive Director and ensure timely action to maintain project timelines

Qualifications

- University degree or college diploma in social sciences, public policy, business management, community development, project management and/or equivalent combination of education and work experience
- Familiarity with Hamilton's black community and black youth engagement
- 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

Questions?

Leo Johnson | leoonline@empowermentsquared.org | 905 541 2509