

## Empowerment Squared – Job Description

<b>Job title</b>	<i>Operations Manager (Full 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:** \$25,000 to \$30,000 (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 Operations Manager is responsible for providing strategic and operational leadership to 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 manage budgets, staff and other program operations, in line with global budget allocations. This role requires an experienced operations/project manager who is dynamic, capable of working with challenging timelines, excels in communication, is a true team player, and is looking to make a meaningful community impact.

### Duties and Responsibilities

- Ownership and accountable for managing project budget and tracking costs
- Responsible for monitoring timelines and financial budgets to ensure consistency with project plan
- Allocate and organize work plans and resources effectively
- Identify, anticipate, and document issues and risks and provide mitigation recommendations
- Escalate key issues/risks to Executive Director and ensure timely action to maintain project timelines
- Responsible for communicating with numerous stakeholders on a regular basis
- Work directly with stakeholders to ensure project objectives are achieved within the planned schedule and expectations are managed appropriately
- Lead/perform project close out activities which would include reports, meetings etc.
- Will often have to work outside of normal office hours
- Other duties as required

## 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
- Considerable experience in project management, analysis, and program development, including research and program evaluation skills
- 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
- Professional training or designation in areas such as project management, business analysis, process improvement, program evaluation and public engagement is an asset

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