

## **Coordinator, Hamilton Education Law Program (HELP)**

### **POSITION DESCRIPTION**

The Coordinator, HELP, is responsible for implementing the Hamilton Education Law Program which will provide racialized, newcomer and immigrant students with legal information about education law to promote access to justice. The Coordinator will also work with newcomer and immigrant parents/guardians to learn about education law and issues common to students, through public legal education (PLE), while also being empowered with appropriate tools to support their children's education by understanding their basic rights.

The incumbent will strive to promote teamwork, collaboration, and the implementation of best practices across all departments. Some evening and occasional weekend hours are required. The position reports to the Director of Operations.

### **RESPONSIBILITIES**

#### **Operations**

- Develop and execute appropriate operations management systems that reflect compliance with local legislation, donor policies, organizational policies, and standard operating procedures.
- Organize and/or facilitate educational sessions and training for students on their rights and legal challenges faced within in schools — particularly issues which limit student success, such as suspensions, expulsions, bullying, school enrolment, and truancy.
- Target racialized, newcomer, and immigrant communities by collaborating with key stakeholders to educate the community about troubleshooting legal challenges faced by students in school and basic understanding of students' rights in education law.
- To educate and increase awareness among racialized, newcomer, and immigrant families about education law to improve access to solutions and life outcomes.
- Develop a knowledge database or toolkit for future beneficiaries beyond the funding period.
- Facilitate and/or provide Public Legal Education to families and program beneficiaries.
- Empowering program beneficiaries with various toolkits to understand their rights and act accordingly in instances of injustice and abuse.
- Develop a direct channel for collecting feedback for ongoing program improvements based on specific areas of focus and desirable outcomes.
- Develop a referral system for program beneficiaries to access appropriate legal advice or services.
- Managing and overseeing all partnerships and stakeholders' deliverables including various responsibilities as outlined by the project.
- Track attendance, participation and schools of program beneficiaries.

- Track race-based statistics, biographical information and incident reports from beneficiaries.
- Manage recruitment and intake processes for program participants including evaluations.
- Maintain a high degree of tact and confidentiality.
- Develop a strong understanding of the activities of the organization and model Empowerment Squared values.
- Conduct presentations to outside agencies and organizations where appropriate to promote the project and foster referral relationships.
- Ensure performance targets are met.
- Develop and maintain records needed for program administration.
- Monitor program budget, provide needed information for financial reporting.

#### **YOUTH RECRUITMENT AND OUTREACH, COMMUNITY, AND SCHOOL RELATIONSHIP DEVELOPMENT**

- Develop and oversee program participants' recruitment plan. Conduct ongoing outreach at school(s) and in community, including classroom presentations, guest workshops, and participating at relevant events.
- Establish and maintain communication with parents and stakeholders about student needs and other aspects relating to the project.
- Facilitate partnerships with appropriate public and private agencies that provide services to program participants and families to broaden the impact and reach of the project.

#### **DISCLAIMER**

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This job description is subject to change at any time depending on the needs of the organization.

#### **RELEVANT SKILLS AND QUALIFICATIONS**

- Experience working in after-school environment with newcomer youth.
- Legal experience is an asset.

**Empowerment Squared**

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- Experience with developing educational programming for middle and high school youth in community-based and after-school settings.
- A demonstrated ability to lead and energize multi-disciplinary work teams to respond to needs and get results.
- A strong commitment to supporting newcomer youth. Ability to translate youth development theory into practice.
- Ability to prioritize, negotiate, and work with a variety of internal and external stakeholders in a multi-cultural environment.
- Excellent understanding of the justice system and legal principles.
- Ability to communicate effectively with diverse groups with confidence and sensitivity.
- Strong oral and written communication skills.
- Computer skills, including Microsoft Word, Excel, PowerPoint and database management.
- Strong organizational skills and the ability to prioritize tasks.
- Experience in research and data collection, and compiling reports.
- Previous project coordinator experience.

**Salary to be negotiated based on skills and experience.**