

Job Opportunity: Coordinator, Strategic Initiatives

About the Organization

Based in Hamilton, Empowerment Squared is a Canadian charity that is building a world where everyone is empowered with the tools and opportunities to thrive and contribute to society. We do this by empowering newcomer and marginalized youth and communities in Canada and across the world to succeed through mentorship, access to post-secondary education, information literacy, and sports and recreation.

Please see our website for more information about our programs and activities.

Position Description

Reporting to the Director, Operations and Administration, the Coordinator, Strategic Initiatives is responsible for coordinating Empowerment Squared's ACCESS program and other strategic initiatives for newcomer and marginalized families to further Empowerment Squared's mission and vision.

Working alongside the Manager of Strategic Initiatives, the Coordinator, Strategic Initiatives will help with facilitating programs and initiatives in strategic planning, outreach and administration.

Duties & Responsibilities

- Responsible for implementing various initiatives under Empowerment Squared's ACCESS program, including but not limited to acquisition and distribution of technology, personal protective equipment, hygiene product and food security assistance
- Implement workshops and educational sessions both in-person and online to promote information and digital literacy
- Organize and manage live streaming educational and outreach sessions
- Conduct on-going assessments with families and community groups to identify emerging needs
- Outreach and recruitment support for initiatives and volunteers
- Identify and communicate with collaborators to procure items where appropriate including adequate technology, personal protective equipment, hygiene products within budgetary allocations
- Maintain active communication and engagement with collaborators to implement initiatives successfully
- Manage the ACCESS Tech program network of agencies and collective impact strategies
- Meeting project targets, outcomes and deliverables in agreed upon timelines
- Administration support including managing budgets, reminder calls, answering phone calls, data entry and filing
- Identify, anticipate, and document issues and risks and provide mitigation recommendations
- Escalate key issues/risks to Director, Operations and Administration and ensure timely action to maintain project timelines
- Support initiative close out activities which would include reports, evaluations and meetings etc.
- Will often have to work outside of normal office hours
- Will often have to work over two locations in Hamilton downtown and Stoney Creek with flexibility to work remotely as appropriate
- Valid G2 and above license required
- Other duties as required

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 & Qualifications

- Familiarity with Hamilton's Black and newcomer communities and Black and newcomer engagement is an asset
- Ability to put together workshops/training sessions and facilitate in front of groups
- Demonstrated leadership experience working with diverse groups including not for profit organizations, community groups, businesses, schools and other community stakeholders.
- Customer service experience and strong interpersonal skills
- Basic to advanced skills troubleshooting various technical issues
- 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

Educational Requirements

- 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. Applicants with alternate experience and qualifications will also be considered including high school students

Role Posted: November 22 2021

Posting closes when a suitable candidate is found

Salary: \$45,000 - \$50,000 including benefits

Hours: Full time (40 hours a week)

Start Date: January 6 2022

Contract position: 12 months

Resumes should be submitted via email to: p.goorbarry@empowermentsquared.org