

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, Administration is responsible for providing leadership and assistance with Empowerment Squared's volunteer engagement activities and other initiatives for newcomer and marginalized families to further Empowerment Squared's mission and vision.

Working alongside the fellow coordinators and the management team, the Coordinator, Administration will participate in strategic planning, outreach and administration.

Duties & Responsibilities

Administration and office services

- Provide a full range of administrative services in support of the management team to assist in the effective management of day to day activities.
- Manage general office services, including cleaning, maintenance and inventory of supplies
- Maintain data integrity of software platforms utilized by the organization
- Oversee relationships and contracts with vendors that include equipment rentals, maintenance, facilities, landlord, etc. Revisit and renegotiate for improved services and cost savings as needed
- Manage all general inquiries and information services including phone lines, emails and social media
- Escalate key issues/risks to Director, Operations and Administration and ensure timely action to maintain project timelines
- Maintain a high degree of tact and confidentiality
- Other duties as assigned

Volunteer Engagement

- Outreach and recruitment support for programs and volunteers
- Administration support including managing attendance and enrollment lists for volunteers, data entry and filing, documenting and creating processes for new initiatives
- Cultivate trust-based relationships with volunteers and associated partners, supporting them to build positive connections throughout their networks.
- Support volunteers to reflect on learning experiences in a culturally relevant and responsive environment and connect learnings to goals and plans.
- Responsible for facilitating various volunteer engagement sessions including information sessions
- Allocate and organize work plans and resources effectively
- 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 program close out activities which would include reports, evaluations and meetings etc.
- Will often have to work outside of normal office hours
- Other duties as requires

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

- Minimum two (2) years of experience in an administrative management position with a Non-Government Organization (NGO) or equivalent.
- Familiarity with Hamilton's Black and newcomer communities and Black and newcomer youth engagement is an asset
- Demonstrated administrative 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
- Financial and budgeting acumen, proficiency in Microsoft Office functions and previous experience working with senior leadership and Board of Directors
- Ability to build strong professional relationships by demonstrating exceptional interpersonal skills, sound professional judgment, and high levels of integrity and accountability
- Excellent verbal, written, listening communications skills including demonstrated organizational skills with the ability to prioritize and multi-task in a fast paced, multi-cultural environment
- Ability to work with little or no supervision while making judgement calls under pressure
- Ability to put together and make presentations that include topics such as project status, milestones, achievements, budget and risk management

Role Posted: April 4, 2022

Posting Closes: Open until filled

Salary: \$40,000 - \$50,000 (To be negotiated based on skills and experience) including benefits

Start Date: Immediate (to be negotiated)

Hours: Full Time (40 hours a week)

Please send your resume to Priya Goorbarry, Director of Operations and Administration
p.goorbarry@empowermentsquared.org