

Job Opportunity: Summer Intern – Educational Programming (Summer 2022)
2 available positions

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 Summer Intern, Educational Programming is responsible for providing leadership and assistance with Empowerment Squared's Educational Programming programs and other initiatives for newcomer and marginalized youth and adults to further Empowerment Squared's mission and vision.

Working alongside Coordinators of the organization, the Summer intern and fellow interns, will help with facilitating programs both virtually and in person and participate in strategic planning, outreach and administration.

This position is part of the Federal Government Canada Summer Jobs program and is to support an individual who

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations. *International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents

Duties & Responsibilities

- Outreach and recruitment support for programs and volunteers
- Administration support including managing attendance and enrollment lists, reminder calls, answering phone calls, data entry and filing
- Responsible for facilitating various programs including but not limited to Digital Literacy and Student and Family Advocate program support
- 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
- Hybrid model: working remotely and in person for programming in Hamilton, ON
- Must have access to home internet and an adequate device to utilize Zoom platform, email and Google suites (an adequate device may be provided by Empowerment Squared)
- Other duties as required

Empowerment Squared

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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 youth engagement is an asset
- 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

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: April 25 2022

Posting Closes: May 27 2022

Salary: \$16.75 per hour

Hours: 35 hours per week

Start Date: Monday July 4 2022

End Date: August 26, 2022

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