

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 administration 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 support the work of the management team and mission & vision of Empowerment Squared by providing administrative and logistical support. Demonstrates a high level of professionalism, confidentiality, composure and flexibility when faced with managing multiple conflicting priorities.

Duties & Responsibilities

- Provide a full range of administrative services in support of the management team
- Email and calendar management for the Executive Director
- Schedule and organize meetings and functions; assist in preparing agendas, take meeting minutes and post to shared drive
- 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 Executive Director and ensure timely action to maintain project timelines
- Manage general office services, including cleaning, maintenance and inventory of supplies
- Manage office bookings, office equipment and technology, and catering services as needed; organize materials and supplies for meetings and functions
- Produce from rough notes or instructions a variety of materials including presentations, reports, minutes of meetings, invitations, and correspondence
- Draft and proofread a range of internal and external correspondence on behalf of the management team
- Maintain accurate files electronically and in hardcopy to ensure responsible administrative records and corporate memory
- Assist management team with preparation for events, meetings, media, funder and other stakeholder engagements
- Write copy for updating social media and website content
- Administers confidential information for the organization, including highly sensitive personnel, volunteer and/or labour relations information
- Maintains strong communications with departments and programs to understand their operational needs and act as a liaison for the Executive Director
- Ensures compliance with policies and procedures
- Maintain a high degree of tact and confidentiality
- Will often have to work outside of normal office hours

Coordinator, Administration (Full time)

- 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
- Social media experience an asset

Role Posted: June 6 2022

Posting Closes: Open until filled

Salary: \$50,000 - \$60,000 (To be negotiated based on skills and experience) including benefits

Start Date: Immediate (to be negotiated)

Hours: Full Time (40 hours a week)

To submit your cover letter and resume for any open roles, or for general expressions of interest, please email Priya Goorbarry, Director of Operations and Administration, at p.goorbarry@empowermentsquared.org.