

Job Opportunity: Manager, Professional Skills, and Entrepreneurship

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

The Manager, Professional Skills, and Entrepreneurship is responsible for implementing Empowerment Squared's professional skills and entrepreneurship program including the development of resources and curriculum to further Empowerment Squared's mission and vision through the department.

Provide overall management of the department and the Southwestern Ontario Black Entrepreneurship Network, including logistics, operations, and communications, to ensure smooth and effective program execution with a goal to build the leadership skills and business acumen of Black entrepreneurs in Southwestern Ontario.

Duties & Responsibilities

- Responsible for the day-to-day management of the Professional Skills and Entrepreneurship Program.
- Developing and implementing the policies and procedures for the newly created Professional Skills and Entrepreneurship Department.
- Co-planning, hosting, and leading events such as networking for participants, partners, stakeholders, and other related activities.
- Managing a leadership team of Empowerment Squared's industry experts as the core guidance team for quality assurance and control, mentorship, and support where appropriate.
- Collaborate and work closely with the Manager, Strategic Initiatives to develop systems and processes for efficiency and quality control consistent with Empowerment Squared's standards, from considering ways to improve user experience to developing tools that facilitate process and system controls.
- Manage the evaluation and selection process of Entrepreneurs, including reviewing applications, conducting interviews, and making recommendations for acceptance into the program based on alignment with program goals and priorities.
- Identify and cultivate relationships with potential mentors, industry leaders, advisors, and partners to support the program and participants.
- Managing the development and preparation of curricula and presentation materials for training and events to provide guidance and support to Black entrepreneurs in developing business plans, product roadmaps, commercialization strategies, and go-to-market strategies for their products, including market research, competitive analysis, and financial projections.
- Gather and analyze budget including tracking billing, payments, financial transactions, and other information needed for funding reports and proposals to support program sustainability and growth.
- Supervise and manage department of two coordinators who will be assisting with programming across the Hamilton and Windsor area.
- Monitor program policies and practices to ensure compliance and effectiveness, and implement improvements as needed.
- Create and maintain program records, reports, presentations, and proposals to support program evaluation and reporting requirements.
- Conduct on-going assessments with participants and community groups to identify emerging needs.

- Meeting program, targets, outcomes, and deliverables in agreed upon timelines.
- Ensure performance targets are met.
- Develop and maintain records needed for program administration and reporting to the Federal Economic Development Agency for Southern Ontario.
- Prepare reports for the Federal Economic Development Agency for Southern Ontario and other stakeholders.
- 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.
- Will often have to work outside of normal office hours.
- Perform other duties as assigned.

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 bachelor's degree from an accredited institution in Business Management or related field; or equivalent combination of education and job-related experience; MBA or relevant master's degree preferred.
- 2-5 years proven experience as a program manager or in a relevant position, with a track record of successful program management.
- Passion for the start-up ecosystem and entrepreneurship, with a keen interest in the development of Black entrepreneurs. Familiarity with entrepreneurial accelerator programs and commercialization processes is a plus.
- Tech-savvy, proficient in MS Office, and familiar with project management tools and platforms (PMP Designation with CRM experience preferred).
- Ability to work effectively with diversity and multi-disciplinary teams, including subject matter and industry experts, entrepreneurs, community leaders, and partners.
- Excellent time-management and organizational skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects concurrently.
- Outstanding verbal and written communication skills, with attention to detail and efficiency in producing high-quality materials.
- Strong interpersonal skills and ability to build relationships with stakeholders at various levels.
- Self-motivated, proactive, and adaptable to changing environments.
- Ability to travel occasionally.
- Familiarity with Hamilton's Black Entrepreneurship Ecosystem and overall sector is a major asset.
- Ability to work with little or no supervision while making judgement calls under pressure.
- Ability to foster effective working relationships within a team environment.

Others

- This position reports to the Executive Director
- This is a full-time, salaried position eligible for our full suite of benefits including medical, dental, life, and paid vacation.
- This position is in Hamilton, Ontario with operations in Windsor, Ontario

Role Posted: July 11, 2023

Posting Closes: Open until filled

Salary: to be negotiated based on skills and experience

Start Date: Immediate (to be negotiated)

Hours: Full time (40 hours)

To apply, submit your cover letter and resume to c.uyigue@empowermentsquared.org