

Empowerment Squared

162 King William Street, Suite 103
Hamilton, ON L8R 3N9
(905) 393 5370



Job Opportunity: Coordinator, Strategic Initiative

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.

Duties & Responsibilities

Reporting to the Manager of Strategic Initiatives, the coordinator will be responsible for supporting the strategic directions and project management of existing and pilot programming at Empowerment Squared. The coordinator will support teams with marketing communications, processes, systems, and tools necessary to implement programming across multiple departments.

The Coordinator of Strategic Initiatives will have the following duties and responsibilities:

1. Maintain Empowerment Squared contacts and community through HubSpot Customer Relationship Management (CRM) tool.
2. Devise marketing and social media content in Canva, Photoshop and Illustrator and share through various channels.
3. Use Notion to maintain open project management strategies to support teams in meeting milestone commitments.
4. Develop visualize workflows, user experiences and program maps in MIRO.
5. Support volunteers to receive, refurbish and redistribute computers.
6. Facilitate workshops, brainstorming sessions and other group based activities.
7. Administrate the redistribution of sourced materials from wholesalers to our participants and families.
8. Meet project targets, outcomes, and deliverables in agreed-upon timelines.
9. Provide administration support including budgets, reminder calls, answering phone calls, data entry, and filing.
10. Identify, anticipate, and document issues and risks and provide mitigation recommendations.
11. Escalate key issues/risks to Manager, Strategic Initiatives to ensure timely action to maintain project timelines.
12. Other duties as assigned.

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Educational Requirements

University degree or college diploma in community development, design, marketing, project management and/or equivalent combination of education and work experience. Applicants with alternate experience and qualifications will also be considered.

Qualifications and Requirements:

The Coordinator of Strategic Initiatives should possess the following qualifications and requirements:

1. 3-5 years experience in project and program management preferably in a community development capacity.
2. 2-3 years experience with tools that support processes, systems and design ie. HubSpot, Notion, MIRO, GSuite.
3. Access to transportation.
4. Must have access to transportation and be available to work in person at one of our offices.
5. Ability to lift up to 50 pounds.
6. Ability to sit or stand for extended periods.
7. Ability to travel to different locations within the community.

Relevant Skills & Qualifications

- Critical thinking and innovative problem solving for community development from an anti-racist and anti-oppressive framework.
- Thrive on technology based solutions.
- Experienced in marketing and communications strategies and implementation
- Strong oral and written communication skills.
- Ability to delegate work and manage volunteers.
- Ability to work independently and in a team environment.
- Experience formatting and refurbishing computers (laptop and desktop) is an asset.
- 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.
- Computer refurbishing experience is an asset

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.

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Salary:	To be negotiated based on skills and experience. Salaried position is eligible for E2's full suite of benefits including medical, dental, life, and paid vacation.
Hours:	Full time (40 hours a week).
Start Date:	Immediate (can negotiate start date).
Job Type:	In person

Resumes should be submitted via email to Cladette Uyigue at c.uyigue@empowermentsquared.org.

Empowerment Squared is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.