



## **Empowerment Squared**

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

### **Job Opportunity: Coordinator, Career and Skills Development (Full-time in-person 40 hours weekly)**

**Start Date:** January 2024

**Job Type:** Full-time, 3-month contract (to start)

#### **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 Career and Skills Development program empowers newcomer and racialized youth participants with the skills and support needed to succeed in the workforce through the development of professional skills and long-term career pathways. Reporting to the Manager, Educational Programming, the **Coordinator, Career and Skills Development** is responsible for providing leadership and support to Empowerment Squared's Career and Skills Development program, including facilitating group workshops; providing one-on-one support to participants; and creating and leading other Career Development initiatives for newcomer and racialized youth to further Empowerment Squared's mission and vision.

The **Coordinator, Career and Skills Development**, will work alongside the Senior Coordinator, Career and Skills Development, the Manager of Educational Programming and other team members to build the Career Development program and participate in strategic planning, outreach and administration. This position is required to work in-person at the Empowerment Squared office in Hamilton and/or Stoney Creek (all necessary precautions would be taken in accordance with health & safety guidelines).

#### **Primary Responsibilities:**

- Facilitate various Career Development workshops for newcomer youth in high school, **both in-person and online using Zoom**
- Empower youth participants aged 16-20 to create SMART goals and learn more deeply about professional development
- Support the creation and planning of upcoming Career Development initiatives for youth and young adults
- Provide administration support, including managing attendance and enrollment lists, reminder calls, answering phone calls, data entry and filing
- Assist with outreach, recruitment, and onboarding support for programs and volunteers, including facilitating training sessions
- Flexible to perform other duties as required

## **Career Development Research**

- Conduct research and maintain up-to-date knowledge of local Labour Market Information and Career Development trends
- Conduct research, informational interviews, and meetings with other community organizations to stay up-to-date about current Career Development opportunities for youth

## **Program Facilitation**

- Facilitate group programming and individual follow-up and check-ins with program participants
- Experience or certification working with ESL/ELL students (e.g. TESOL) is an asset
- Experience working with Black and newcomer youth and communicating with guardians/ adults
- Escalate key issues/risks to Manager, Educational Programming and ensure timely action to maintain project timelines

## **Curriculum Development**

- Support with the creation and implementation of career development curriculum from an anti-racist framework

## **Administrative Support**

- Communicate and track initiatives using Zoom platform, email, WhatsApp, Google suites, and other CRM databases (an adequate device may be provided by Empowerment Squared)
- Support program close out activities including reports, evaluations and meetings etc.
- Allocate and organize work plans and resources effectively

## **Team Contribution**

- Collaborate with a team of colleagues, in particular with the Senior Coordinator, Career and Skills Development in strategic planning for programming
- Identify, anticipate, and document issues and risks and provide mitigation recommendations in collaboration with the Senior Coordinator, Career and Skills Development and/or Manager of Educational Programming

## **Other Requirements**

- Must have access to transportation
- Will sometimes have to work outside of normal office hours to facilitate Career Development programs

## **Relevant Skills & Qualifications**

- 1-2 years of experience in working with youth through a Career Development lens
- Familiarity with Labour Market Information and Career Development facilitation skills, including Group Facilitation, Career Exploration, and Employment Counseling techniques
- Familiarity with Hamilton's Black and newcomer communities and Black and newcomer youth engagement is an asset
- Demonstrated experience working with racialised groups including not for profit organizations, community groups, businesses, schools and other community stakeholders
- Cross cultural experience and sensitivity
- Proven organizational and time management skills including the ability to work with tight deadlines and

competing priorities, both independently and collaboratively

- Excellent verbal and written communication, active listening, research, and reading skills
  - Maintain excellent communication with internal and external stakeholders
  - Ability to work independently as well as in a team environment
  - Ability to do presentations and present internally and externally to stakeholders
  - Comfortable and flexible working in a fast-paced environment
  - Speaking Arabic, Farsi, French, or Ukrainian will be an asset
- **Proficiencies** : Computer, Word, Google Suite, Zoom, WhatsApp, Social Media

### **Educational Requirements**

- Post secondary education in the fields of Career Development, social sciences, social work, education, project management 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.

**Compensation:** To be negotiated based on skills and experience

**Deadline to apply : Position open until filled. Only selected candidates will be notified.**

For more information about Empowerment Squared, please visit [empowermentsquared.org](http://empowermentsquared.org)