

Empowerment Squared

26 Arrowsmith Road
Hamilton, ON L8E 4H8
(905) 393-5370



Job Opportunity: Manager, International Youth Internships

Job Location: Hamilton, Ontario | Type of Employment: Full Time, Permanent

Reports to: Director, Operation and Administration

About the Organization

Based in Hamilton, Empowerment Squared is a Canadian charity that is building a better world where everyone thrives and contributes to society. We do this by empowering newcomer, racialized and marginalized youth and families with the tools and skills to reach their full potential and thrive in society. Please see our website for more information about our programs and activities; www.empowermentsquared.org

Position Description

We are looking for a mission – driven Manager, International Youth Internships who is passionate about empowering youth of African descent (18 – 30 years old) through international development experience in West Africa (Liberia & Ghana), cultural competency, resilience, and positive character development to enhance employment prospects and long-term career success. With a priority focus on Black female youth, the manager will be responsible for overall management of the program, including partnerships, logistics, operation, travels, and communications to ensure smooth and effective implementation of deliverables.

Your Impact at Empowerment Squared

- Develop and oversee the implementation of the program roadmap for “International Youth Internships” in consultation with key project partners and collaborators.
- Coordinate and oversee the recruitment of interns on an annual basis, including interview, selection, pre-departure and re-integration program development and delivery in close collaboration with designated project partners (McMaster University & Schools of Dreams).
- Supervise and facilitate logistics for interns in Canada and overseas (e.g. organization of transportation, obtaining visas and other immigration information, completing hiring paperwork, etc.)
- Development of opportunities for public engagement and innovative activities related to the internship program.
- Establish and foster relationships with intern families, communities, alumni, and volunteers.
- Ensure due diligence and maintain risk management frameworks related to the program as well as health and safety of interns participating in program.
- Work closely with the Controller on financial controls, reporting and monitoring of program budget.
- Complete program activities according to the intended outcomes, budget and timelines established.
- Prepare internal and external narrative reports for funders.
- Develop and establish information and administrative systems.
- Build and maintain strong collaborative and accountable relationships with partner agencies in Canada and West Africa (Liberia and Ghana).

- Build and maintain strong collaborative relationships with the program funder, and other funded agencies carrying out international youth internship programming, and with local partner organizations.
- Actively participate in staff meetings and provide input towards the development of other organizational activities, operational practices and policies as required.
- Provide general administrative support as appropriate.
- Represent Empowerment Squared at events or external meetings, when requested.
- Will often have to work outside of normal office hours.
- Perform other duties as assigned.
- Ability to travel overseas and locally.

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

- University degree or relevant diploma in related field (International Development, Global Studies, International Internships, Business, Diversity Studies), or equivalent work experience.
- 2-3 years' managerial level experience including designing and administering relevant or related frameworks and policies that supports program management.
- A good understanding of Equity, Diversity, and Inclusion in the workplace.
- Lived experience and personal understanding of issues faced by communities of African descent (for example: systemic racism, discrimination) an asset.
- Functional bilingualism is an asset.
- Excellent communication skills, both written and verbal, with the ability to build relationships with all levels of staff.
- Familiarity of West African communities or experience with working in West Africa directly or indirectly an asset.
- Cultural sensitivity and competency
- 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, 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.
- Self-motivated, proactive, and adaptable to changing environments.
- Ability to travel internationally (West Africa).
- Ability to work with little or no supervision while making judgement calls under pressure.
- Ability to foster effective working relationships within a team environment.

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**Others**

We offer industry leading comprehensive and competitive compensation/benefit packages including:

- Adaptive working environments and schedules as appropriate.
- Opportunities for professional development and growth, including internal mentorship opportunities from senior staff, organization mentors and board members.
- Competitive paid time off inclusive of annual vacation entitlement, paid holidays, wellbeing accommodation and support.
- Group insurance benefits including dental, health, etc.

Role Posted: January 03, 2024

Posting Closes: January 31, 2024

Estimated Salary: \$65k - \$80k to be negotiated based on qualifications, skills, experience, and competence.

Start Date: Immediately (to be negotiated)

Hours: Full time (40 hours)

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