



"Helping youth discover their Power to Be!"

The organization is looking for a **Program Coordinator** to lead the creation of our new anti-black racism/equity, diversity and inclusion workshops and learning modules.

The Power to Be International (PTBI) is a registered charitable organization, dedicated to providing specialized educational, leadership, and mental health programs and services to the BIPOC and QTBIPOC youth community. The organization works from an anti-Black racism, anti-racist and anti-oppression perspective and is looking to hire a Program Coordinator to direct the development of a robust digital program with anti-black racism/diversity and inclusion content.

The successful applicant will work closely with the Power to Be International team to lead the development of the new workshop whose aim is to address fundamental equity and diversity issues. The programs will develop and explore personal and group identities, stereotypes, prejudice, discrimination, media literacy, historic inequity in Canada, and personal empowerment, as well as taking leadership for equity, inclusion, and social change.

The Program Coordinator is responsible for a wide variety of core administrative, communications, evaluation, and logistical duties in support of creating our new program. The incumbent will be the primary point person responsible for planning, executing, and delivering the project, within budget, and in accordance with specifications. In addition to these core functions, the program coordinator will branch out to play a key role in developing the robust online program and any on-the-ground program events, utilizing their unique skills to help our programs come alive.

The role will not only entail project coordination but will also be collaboratively developing the content of this program. Additionally, the role will also be responsible for leading the digitizing of the program's content into a series of online learning modules for the virtual delivery of the program. This online module will be developed for a peer-to-peer education series that will be for youth by youth. The position will also require participating in events to complement the online modules with the participants or communities.

Who you are:

You are skillful in connecting and collaborating with others. You are passionate about supporting community members. You are an empathetic communicator who is skilled at leading community outreach activities, participant recruitment and engagement. You are a champion and aligned to the principles of diversity, equity, and inclusion (DEI). You must apply a DEI lens to your interactions and management of both internal and external stakeholder relationships. A project coordinator who wants to co-create compassionate spaces where peers can explore topics that deepen and expand their understanding of themselves and others.

What You Bring

We are looking for a part-time project coordinator to bring their unique touch and style to our organization.

Core Competencies:

Have sound knowledge of inclusive environments and will support and implement anti-oppressive and anti-racist best practices in the workplace

Key Responsibilities:

- Lead the development of online workshops and programs for peer-to-peer delivery that support equity, inclusion, and student leadership and voice.

- Support all operations relating to programs including data gathering and evaluation, research, reporting, and various community development activities
- Provides support for any on-the-ground needs to engage directly with participants or other stakeholders
- Leads stakeholder management, program design and implementation
- Track and share regular progress updates on project and program deliverables and outcomes
- Develop a schedule for the facilitator and other staff
- Performance of various administrative functions, including:
 - Creation of meeting agendas.
 - Meeting coordination & the taking of minutes.
 - Sending summary briefs and task lists following meetings.
 - Provide executive support to senior leaders
- Conduct effective, professional outreach that meets the needs of individual communities
- Help track budget expenditures
- Work with a team of administrative professionals across the organization to help facilitate cross-departmental collaboration (communication, BOG and development)
- Help facilitate workshops, orientations, or other activities in person/virtually
- Engages in communication support by copy-editing documents and reports, writing blog posts and other external-facing documents, and developing the website. content, supporting document design, and supporting the implementation of communication strategies
- Demonstrate a commitment to good internal communications and positive workplace culture
- Coordinate with the Communications Team the promotion of all project activities on relevant channels and platforms (website, social media, newsletters).
- Work in collaboration with the project facilitator and members of the Power To Be International team to seek out, develop and maintain relationships and opportunities with partners in schools and organizations.

Technical Responsibilities

- Visioning the digital creation of the workshop
- Developing e-learning modules and online assessment
 - Consulting on usage/making recommendations of video editing software
- Consulting/Leading Social Media and content creation with program facilitators

Lived Experience Statement:

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity-serving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

Qualifications:

- 3-5 years of work experience within the community-based organizations/agency sector
- Experience in leading or supervising a team
- Degree or a 3-year diploma in Social Service Worker, Child and Youth Care or equivalent
- Experience with video editing software, digital platforms, content creation and social media literacy
- Excellent research, planning, and time and project management skills with a proven ability to see projects and tasks to completion.
- Experience developing online and in-person workshops or program content.
- Experience in facilitating workshops and interactive group activities, working directly with diverse youth and adults with a variety of learning styles and needs within a workshop, classroom, or conference setting.
- Have a personal and professional interest in teaching equity, inclusion, and social justice issues to youth and adults, with working knowledge of anti-oppressive and anti-racism concepts and their application.

- Self-motivated with the ability to work independently and as part of a team within a flexible professional environment, with minimal supervision.
- Understanding of the lived realities of Black, Indigenous, and racialized communities stemming from direct involvement and/or lived experience.
- Clearance from a Vulnerable Sector Police Screening.
- Strong interpersonal skills, leadership capacity and an ability to build relationships within a diverse community
- Exceptional organizational skills with the ability to meet deadlines and manage multiple priorities.

Program Representation:

Serve as a positive representative of The Power to Be International within the broader community, at virtual sessions, with partner organizations, and more.

Other Duties:

- Perform other related duties as required and assigned

Beyond these responsibilities, we are a small team and this position requires you to be flexible to fulfill our mandate and deliver programming.

Time Commitment

- 9 hours onsite*
 - 2 days a week/4.5-hour shifts
- Location: The Power to Be International Office
 - 190 Harwood Ave S, Ajax, ON L1S 2H6
- 6 hours of virtual/self-directed work

**Date and time to be coordinated with Project Coordinator and PTBI Director*

Contract Overview

- **Job Types:** Part-time, Fixed term contract (15h/week)
- **Contract length:** 16 Months
- **Reporting to:** Sr. Project Coordinator and Board of Directors
- **Location(s):** This will be a hybrid-remote position consisting of on-site work at a base office in Ajax, ON, and work-from-home functions.
 - Must have appropriate work-from-home space with a high-speed internet connection.
- **Start date:** November 2022
- **Salary:** \$28.00
- **Covid-19 Considerations:** We adhere to the government guidelines

Deadline to Apply: November 2nd, 2022

Email your resume to: denise@thepowertobe.org