

JOB POSTING
COORDINATOR, GRANTS AND COMMUNITY INITIATIVES

THE ROLE

We are looking for an individual to lead Hamilton Community Foundation's scholarship and bursary program, to provide mentorship and direct support (e.g. navigating institutional systems, connecting to programming and community services, emotional support) to 12 to 16 post-secondary students, and to support the broader work of the Foundation's Grants & Community Initiatives team.

WHAT WE'RE LOOKING FOR

As the successful candidate, you will have a strong interest in, and understanding of, secondary and post-secondary education systems, and social service systems. You will have excellent mentorship skills to cultivate relationships with students, advisory committee members and community stakeholders and excellent co-ordination abilities to administer the timely and effective distribution of HCF's scholarships and bursaries. You will support HCF's community initiatives, including our equity work, and the intersection between scholarships and bursaries and our broader education and neighbourhood work. You will also help to assess and process grants.

The Coordinator is an important member of HCF's Grant & Community Initiatives team. You must be able to work well independently and collaboratively, work in highly complex situations, be comfortable with ambiguity and have a commitment to equitable practice. You must demonstrate an anti-oppressive and strengths-based approach and have well-developed skills of empathy, patience and critical self-reflection. The role requires excellent boundary setting and the skills to navigate both education and social service systems effectively.

To be successful in this role, you will need highly developed communication, analytical and problem-solving skills, emotional intelligence, detail orientation and a robust understanding of the barriers marginalized communities face. You will also need a high level of comfort with database management.

WHERE YOU ARE NOW

You should have at least four years of relevant work experience, and have the following qualifications:

- A degree in social work, youth work or a relevant field
- Experience working with youth and/or community services
- Knowledge of social service organizations/systems, the secondary school and post-secondary school systems

- Excellent interpersonal and communication skills, both written and verbal
- Ability to handle complex and/or challenging situations sensitively
- Ability to problem solve and conduct research
- Strong, analytical, organizational and time management skills with attention to detail
- Initiative and the ability to work collaboratively and with minimal supervision
- Experience in convening and facilitating groups
- Proficiency with Microsoft Office

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF)'s vision is a vibrant, inclusive Hamilton and a mission to drive positive change by connecting people, ideas and resources. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year HCF gave almost 900 grants to over 300 charities, totalling \$11.54 million. We also provided loans of \$9.9 million to charities and non-profits across Hamilton.

HCF is part of a network of close to 200 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most.

APPLICATION INSTRUCTIONS

Deadline is **April 23, 2021**. Please submit an up-to-date resume and cover letter to recruitment@hamiltoncommunityfoundation.ca, and include in the subject line of the email **Coordinator, Grants and Community Initiatives**.

In your cover letter, please highlight your relevant experience including any experience in:

- Addressing gaps to post-secondary access and connecting with community-based supports
- Anti-oppressive and strengths-based practice
- Applying a justice-based lens to your work

Hamilton Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We encourage applications from diverse populations and equity-seeking groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation. We thank all applicants; however, because we anticipate a high volume of applicants, only candidates selected to be interviewed will be contacted.