

JOB POSTING EDUCATION PROJECT COORDINATOR

1. Deadline is Monday February 26, 2024
2. All applicants are asked to submit an up-to-date resume with cover letter answering the following questions:
 - Why would you like to work for Hamilton Community Foundation?
 - What kind of work do you want to be part of?
3. To apply please email your resume with cover letter to our consulting partner hcfjobs@pollinate.net.
4. We appreciate your interest but only applications who include a resume and cover letter will be considered and only applicants being invited for an interview will be contacted.

Salary Range: \$65,000-\$73,000, commensurate with experience, plus benefits. Throughout the process, we'll learn more about your skills and experience, and you'll learn more about us and the different ways of being deeply rewarded for the work we do that go beyond salary.

Job type: This is a permanent, full-time, position in a hybrid work environment. Applicants must be willing to work in the Hamilton Community Foundation offices two days a week.

Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.; some after-hours committee and board work will be required.

Condition of employment: As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF prior to your start date. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as a condition for ongoing employment.

THE ROLE

We are looking for a dynamic project coordinator with a track record of collaboration in the education sector and with community-based organizations and initiatives. A commitment to Truth and Reconciliation, equity, and an anti-racist, anti-oppressive practice must be core to your being. The Education Project Coordinator will play a key role in the operational implementation of HCF's education work and will contribute to strategy development and community building.

WHAT WE'RE LOOKING FOR

Reporting to the Director, Grants & Community Initiatives, you are an asset-based community developer with significant experience in the education system and/or working with adolescents and youth in the not-for-profit sector. You bring project management experience along with an understanding of, and alignment with, participatory approaches to community engagement, research, and evaluation. With excellent organizational, time management, and interpersonal skills, you have demonstrated the ability to lead groups, manage projects, and effectively meet deliverables, balancing good processes with strong program/community outcomes.

You have extensive experience in program design, implementation, and evaluation, conducting research and preparing reports for a variety of audiences. You can effectively convene and facilitate community partners and communicate relevant and timely information to external and internal individuals and groups.

The Education Project Coordinator is an important leader on the Foundation's education portfolio team and someone who can provide recommendations and key insights to the Director, Grants & Community Initiatives. This role is responsible for regular reporting on progress and outcomes and leading HCF's [ABACUS](#) granting initiative.

To be successful in this role, you understand your own positionality and power in relation to multiple communities, and you can move between operations and systems-level thinking with ease, depending on the audience. You also have strong administrative and communication skills and regularly use your problem-solving abilities to efficiently manage multiple projects.

WHERE YOU ARE NOW

Ideally, you have the following qualifications:

- Post-secondary degree/diploma (or an equivalent combination of related education and experience).
- An understanding of how children/youth learn and how to inspire confidence amongst learners.
- 5 years in the not-for-profit sector with direct experience in asset-based community development, program evaluation and research design, grantmaking/writing, assessing grant applications.
- Knowledge of the Hamilton community and experience with the not-for-profit, education and/or vulnerable sectors.
- A commitment to Truth and Reconciliation, equity, diversity and inclusion, and a deep understanding of the barriers and challenges faced by equity-deserving youth in the education system.

- Project management experience, the ability to co-ordinate with partners using effective communication and conflict-resolution skills, while meeting deadlines, with a strong attention to detail.
- Strong communication (written, verbal and interpersonal), including report writing, group facilitation skills, and conveying knowledge to a diverse range of audiences.
- Ability to critically analyze proposals and initiatives as well as to anticipate the information needs of different internal and external community partners and members.
- Ease with using with Microsoft Office (particularly Word, Excel, Power Point, and Teams). Experience with database management and maintenance is an asset.

ABOUT HAMILTON COMMUNITY FOUNDATION

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-deserving groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.

For additional information about working at Hamilton Community Foundation, please visit: <https://www.hamiltoncommunityfoundation.ca/about/careers/>.

Hamilton Community Foundation (HCF)'s vision is a vibrant, diverse, and inclusive Hamilton and our mission is 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 over 900 grants to over 300 charities, totalling \$12.6 million. We also provided loans of \$20.8 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.