

**JOB POSTING
SCHOLARHIPS & BURSARIES COORDINATOR
(16+ Months Parental Leave)**

1. Deadline is Friday, March 15, 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. Please do not contact HCF employees directly.
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: \$60,000-\$67,000, 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 temporary (16+ months), full-time role 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 community-engagement work may 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 Hamilton-passionate individual to lead and coordinate HCF's scholarships and bursaries, including providing direct support to Chedoke Health Foundation Bursary students. This is an important role on the Grants & Community Initiatives team, serving to further HCF's commitment to engaging and working with students and supporting their efforts to access post-secondary education.

WHAT WE'RE LOOKING FOR

You are a strong relationship builder and community connector who brings a strengths-based, anti-oppressive approach to supporting and mentoring students facing multiple barriers as they navigate post-secondary education systems.

In this role, you will be accountable for the effective management and distribution of scholarships and bursaries. The successful candidate is also responsible for developing and maintaining positive working relationships with a variety of partners, including students, key contacts at school boards, post-secondary staff, and community-based program partners.

To be successful in this role, you need to be a strong communicator and highly collaborative. You are cross-culturally sensitive, understand the barriers and challenges faced by vulnerable communities and are comfortable advocating for students from a range of backgrounds. You are naturally empathetic and patient and can also set healthy boundaries and practice self-care. One of your greatest strengths is managing and supporting multiple projects concurrently while meeting timelines as well as developing plans to prioritize, organize and accomplish work.

WHERE YOU ARE NOW:

Ideally, you have the following qualifications:

- A university degree in Social Work, Social Sciences or an equivalent combination of related education and experience.
- 4 to 5 years' work experience in social work or as a youth/youth outreach worker.
- Experience with scholarship/bursary programs is an asset.
- Knowledge of the Hamilton community and the non-profit sector is an asset.
- Knowledge of post-secondary institutions and processes is an asset.
- Experience in research, program design and program evaluation are an asset.
- Experience analyzing and interpreting data to support decision making processes.
- A commitment to equity, diversity and inclusion, and a deep understanding of the barriers and challenges faced by equity-deserving communities.
- Project Management experience, the ability to coordinate multiple projects concurrently while meeting deadlines, and a strong attention to detail.
- Strong communication (written, verbal and interpersonal) and group facilitation skills, particularly with youth.
- Ability to engage in critical thinking and analysis as well as anticipate the information needs of different internal and external stakeholders.
- Proficiency with Microsoft Office (Word, Excel & Power Point) as well as experience with database management and maintenance.
- Proven relationship and partnership builder and strategic connector.
- Event planning experience 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.