



Inspiration. Empowerment. Action.

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Job Posting Program Coordinator, Black Leaders of Tomorrow

Roots Community Services Inc. (RootsCS) is a multi-service charitable organization that provides culturally-relevant programs and services to empower and inspire individuals, primarily from the Black, African and Caribbean (BAC) communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and assist them in finding solutions to improve their health, well-being and quality of life, and to heal from the trauma that inhibits their lives.

The Position

We are seeking a Program Coordinator to support the positive development of youth who are considered high-risk, through access to consistent, caring adults that help youth participants pursue and achieve goals and outcomes related to employment/entrepreneurship, educational achievement and civic engagement/leadership, and by building a strong cultural identity. The Program Coordinator oversees our youth business mentoring program, called **Black Leaders of Tomorrow**, which matches adult volunteer mentors with youth aged 16 to 24 who are entrepreneurs, aspire to start their own business or desire to learn what it takes to run a business successfully.

Term of work: Contract until March 31, 2024, with the possibility of renewal
Hours of work: 35 hours per week
Rate of pay: \$55,000 to \$60,000 annually with compensation package
Reports to: Manager, Programs & Services

Major Responsibilities

These will include but are not limited to:

- Perform and oversee the recruitment, screening, training, matching, support and supervision, recognition and closing of all activities for mentors and mentees
- Ensure the integrity of the program through careful monitoring and evaluation of matches
- Develop and manage relationships with community partners, other social service agencies and businesses
- Oversee the day-to-day operations and implement processes to ensure excellent service delivery, public relations and participants experience
- Manage the planning and implementation of workshops, training, conferences, networking opportunities and other group activities
- Build positive, respectful and caring relationships with youth, some of whom may be coming from vulnerable situations and considered to be at risk due to environmental factors
- Engage participants to identify issues, needs, barriers to accessing services in order to achieve goals and outcomes
- Build a strong cultural identity among Black youth by:
 - Helping mentees to identify their needs, goals, aspirations, skills and abilities as well as barriers to achieving success

- Helping mentees to build resiliency, pro-social skills and other protective factors to address the various risk factors they face
- Providing participants with opportunities to network and acquire relevant business acumen
- Ensuring mentees are matched with a compatible mentor that can further their goals
- Supporting mentors in building a successful relationship with their mentees
- Provide participants with information, resources, contacts and referrals (internally and externally) to facilitate access to programs, services and opportunities
- Maintain collaborative working relationships with other professionals within and outside of the organization
- Adhere to timelines, budgets, deliverables and outcomes as outlined in the funders agreement
- Plan and implement recognition activities for program participants.

Qualifications & Other Requirements

- Bachelor's degree or diploma in business administration, finance, youth development programming or related fields with relevant job/volunteer and business experience
- Understanding of the small business sector and entrepreneurship
- Skilled in establishing trusting relationships with Black youth
- Demonstrated ability to work cooperatively and negotiate effectively with a range of community groups and service providers across sectors
- Understanding of and sensitivity to the experiences and diverse needs, identities and cultural backgrounds of individuals, youth and families from Black communities
- Knowledge of the Region of Peel's Black communities and local programs and services directed to Black youth
- Demonstrated ability to work independently and as part of a team
- Strong organizational, decision-making, conflict resolution and problem-solving skills
- Interpersonal skills necessary to deal effectively and compassionately with Black youth, stakeholders, volunteers and the community
- Bilingualism in English and French is an asset
- Enthusiastic, empathetic, professional and a positive thinker
- Excellent administrative, organizational and report writing skills
- Self-motivated individual with strong work ethics, a problem-solver and an avid team-player
- High degree of innovation, self-motivation and accountability
- Skilled in using Microsoft 365 (Power Point, Excel, Word, Teams) and Google Workspace, and adept at learning new systems
- Available to work occasional evenings or weekends
- Have a valid driver's license and access to reliable vehicle
- Have a clean and valid Vulnerable Sector Check
- Satisfactory references.

We operate in a hybrid work environment, both in office and remote.

Please forward your application with a cover letter by email to careers@rootscs.org with the subject line **Program Coordinator, Black Leaders of Tomorrow**. Please note that we will be reviewing applications as they are submitted until the position is filled.

We thank everyone for their interest in this position and will contact you should your resume align with the requirements as outlined in the job posting.