

Job Description

Program Coordinator (Black Leaders of Tomorrow)

About Roots Community Services

Roots Community Services Inc. (RootsCS) is a charitable organization that provides culturally relevant programs and services to inspire residents in the Region of Peel, primarily from the Black and Caribbean communities, to make positive changes in their lives and within their communities. We aim to assist our clients by providing pathways to achieve their full potential and find solutions to improve their health, well-being, and quality of life.

The Position

The Program Coordinator supports 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.

Terms of Contract:	Full-time position with terms and conditions reviewed annually. Contract term ends March 31, 2027. Renewable on April 1 of each year based on funding availability and satisfactory performance.
Hours of Work:	35 hours per week
Compensation:	\$53,690 to \$57,839 annually
Start Date:	Immediate opening
Reports to:	Manager, Strategic Initiatives

Major Duties and Responsibilities. These 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.

Skills and Qualifications:

- 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.

RootsCS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, LGBTQ, and persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage.

This job description indicates the key responsibilities and core functions of the position. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

All employees are expected to participate in special assignments as a team-oriented and inclusive organization. These include fundraising, strategic planning, and other related activities that contribute to the continuous development and expansion of Roots Community Services Inc. Employees are expected to contribute to ongoing department growth and improvement via excellent job performance and proactive communication. Each employee and team are integral to RootsCS' mission.

Please forward your application with a cover letter to careers@rootscs.org, with the subject line, **Program Coordinator (BLT)**.

Please note that we will review applications as they are submitted until the position is filled. We thank all applicants for this position; however, we will contact only those candidates selected for an interview.