

## Children's Aid Foundation of Canada Position Description

<b>Position Title</b>	Program Coordinator	<b>Type</b>	Full-time, contract (2 years)
<b>Department</b>	Grants & Programs	<b>Salary</b>	\$40,000-\$44,000
<b>Reports to</b>	Senior Manager, Programs	<b>Updated</b>	July 2021

### About the Children's Aid Foundation

Children's Aid Foundation of Canada is a national fundraising organization committed to improving the lives of vulnerable children in Canada. Our initiatives meet the immediate and urgent needs of at risk children and youth, and afford them a brighter future that, ultimately, strengthens our communities. With more than 300,000 children at risk of abuse and neglect in Canada, our support is critical in giving them hope, confidence and opportunity.

The Foundation has an ambitious agenda for growth and is currently executing a \$75M Stand Up For Kids - Futures Transformed Campaign, which will bring long term growth and funding stability to important child welfare programs across the country. Our staff members are a dynamic and highly committed team of professionals who are dedicated to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada.

### Purpose of the Position

Working under the direction of the Senior Manager, Programs, the Program Coordinator is responsible for supporting initiatives aimed at improving education and employment outcomes for youth transitioning out of care, including the HSBC Youth Opportunity Fund, the online financial literacy course, and post-secondary education grants.

### Responsibilities

- Assist with program administration by reviewing and approving applications and managing online forms
- Assist with developing promotional materials (web copy, social media posts, e-blasts, flyers, etc)
- Provide youth, workers, partner agencies and other stakeholders with clear information regarding program eligibility and application processes
- Provide technical and troubleshooting support to youth and workers for online applications and platforms
- Manage relationships and proactively communicate with potential and current grant recipients about funding opportunities
- Manage grants and program agreements and payments in Blackbaud Grantmaking database and against program budget and ensure the timely payment of grants and awards to recipients
- Ensure grant compliance by corresponding with grantees and ensuring required documents have been submitted and processes followed
- Support grant and program evaluation and reporting by tracking submission of reports from grant recipients

- Support the production of donor reports and donor stewardship activities by sharing stories about grants and programs
- Liaising with youth who are current and past program participants
- Assist in identifying youth ambassadors as required
- Distribute evaluation forms and follow up with program participants
- Compile information on approved and pending applications
- Develop and maintain program files and information resources
- Maintain accurate and timely information in the grants database
- Assist with CAFC and Grants & Program teams projects and priorities
- Participate in events as a Foundation representative
- Complete other duties as assigned

### Competencies and Skills

- Possesses a strong understanding of the barriers and inequities facing young people affected by child welfare (those in and from care ages 0-29)
- Passionate about supporting and pursuing equity for children, youth and families involved with child welfare, and the role of philanthropy and the broader community to help
- Ability to work collaboratively with colleagues and partners at all levels
- Excellent interpersonal and relationship development and management skills, and ability to manage multiple priorities
- Strengths-based, solutions-focused collaborator with diverse stakeholders, including youth, colleagues and partners
- Excellent organization, planning, time management and administrative skills
- Excellent communications skills, both oral and written
- Intermediate to advanced data entry, data maintenance, and database administration skills; experience with Blackbaud Grantmaking an asset
- Intermediate to advanced skills in MS-Word, MS-Excel and MS-PowerPoint, email, calendar, and web browsers
- Proficiency with various video conferencing technologies (MS Teams, Zoom, GoToMeeting)
- Basic project management skills
- A personable, team-oriented professional

### Qualifications

- 2+ years of relevant experience: program administration and implementation, project management, relationship development and management
- Relevant post-secondary degree or an equivalent combination of education and experience
- Experience working in/with not for profit sector or government an asset
- Previous experience working in child welfare or social services an asset
- French language proficiency an asset

### Hours of work

- Regular business hours: 9:00 am to 5:00 pm some flexibility may be negotiated on case by case basis, but staff working remotely are expected to be available between 10:00 am and 4:00 pm
- Occasional evenings and weekends during busy periods
- Vacation restrictions during busy periods

**CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment**

**that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.**

Note that currently as a result of the COVID-19 pandemic, CAFC staff are working remotely with a plan to return to the office in September 2021 when it is safe to do so. Our goal is to work out of the CAFC offices, located in downtown Toronto.

### **To Apply**

Please forward a current resume, with covering letter in one single document, detailing how your qualifications match this opportunity, to [enza@cafdn.org](mailto:enza@cafdn.org) and include "Program Coordinator 2021" in the subject line of your email by Thursday, September 9<sup>th</sup>, 2021.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.

\*Those who are currently eligible for Children's Aid Foundation of Canada funding and programs will no longer be eligible to apply for these supports should they accept this position.