

Program Coordinator

Location: Online/Sarah McDonald's Place

Position Type: Part-Time Fixed-Term (20 hours/week; 6-8 month contract)

Contract Start Date: June 15, 2021

Posting Closing Date: May 24, 2021

About the Organization

Black Physicians of Tomorrow (BPT) is a registered, not-for-profit organization dedicated to providing African, Black, Caribbean (ABC) Canadian students with the knowledge, tools, resources, and opportunities needed to prepare for and attain a career in the allied health professions.

STEMWorks is a program created by Black Physicians of Tomorrow (BPT) to provide the community with free, accessible services for youth living within the Durham Region. Through this program, students ages 12-19 can gain access to free tutoring support in English, Mathematics, Science courses (STEM subject areas) and participate in hands-on workshops to reinforce concepts learned in the classroom while increasing their exposure to the STEM industry. The STEMWorks Program works in partnerships with educators and other organizations in the community to collaborate on the development and facilitation of Life Skills and other STEM-based workshops to support the personal and professional development of program participants.

Position Overview

Working closely with the Program Director of BPT, along with other staff, and volunteers, the *STEMWorks Program Coordinator* will provide coordination and implementation support to address the operational needs of the STEMWorks program. The *Program Coordinator* will participate in the creation and delivery of program projects/workshops, curricula and other activities in collaboration with partnered organizations. The *Program Coordinator* will be responsible for managing youth engagement within the program while showing mastery in clerical duties. The work will be a variety of direct service, administrative, coordination and logistical services in support of the operations of the programs and assisting with information management to the teams.

Key Responsibilities & Duties

- Coordinate and collaborate with program staff/volunteers and partnered organizations in the design and delivery of core program projects, Life-Skills Workshops and STEM-based workshops.
- Assist in the content development and co-facilitation of Morning Circle sessions before tutoring classes begin on Saturday mornings. Morning Circle sessions are 30-minute group exercises and discussions led by program staff/volunteers to create a safe and motivating space for students to engage and learn together before they connect with a tutor for academic support.
- Collaborate with Program Director, Volunteer Coordinator and other staff/volunteers to determine programming and activities inclusive of students who may have varying learning needs.
- Engage with youth and parents/caregivers within the program through Wellness Check-in Meetings (focus group discussions) to evaluate program impact and collect feedback from program participants and their families.
- Work collaboratively with the Program Director and Social Media Coordinator to develop social media content (i.e. Facebook, Instagram) and monthly newsletters via Mailchimp to publicize program activities and enhance program visibility to current and prospective youth participants.
- Support program staff in community outreach activities.
- Actively use an anti-Racist and anti-Oppressive lens when working with program staff, volunteers, program participants and their families.
- Coordinate bi-weekly team meetings to manage and reflect on the progress of programming activities and ensure operational needs of the program are being addressed and documented for future reference.
- Participate in capacity building workshops with other staff and volunteers.

Direct Service

- Support program volunteers and staff in the development and facilitation of weekly onsite/online program activities. These activities include the following:
 - Planning and coordinating Fall and Winter Program Orientation for incoming program participants enrolled in STEMWorks Program each year
 - Designing and distributing program curriculum in alignment with the school year calendar to program participants - program calendar will be provided to students to share overview of program activities for the Fall and Winter Term
 - Creating presentations and leading workshops for program participants and/or supporting partnered organizations in leading workshops/activities
 - Sharing weekly email updates to youth participants and their caregivers to notify them of upcoming program workshops/events and share reminders for free weekly tutoring support
 - Supporting staff/volunteers with purchasing and supplying breakfast and lunch meals for program participants - this only applies to in-person programming

- Coordinating and securing program outings/field trips/tours for program participants in partnership with other community service providers
- Work with the Program Director to develop and complete required reports (mid-year and end-year program assessments and reports that can be used for applying for additional funding, accident reports, safety procedures, etc.)

Key Qualifications/Skills/Knowledge

- Completion of relevant post-secondary education
- Demonstrated familiarity with the non-profit sector serving members of the ABC communities within Durham Region and/or the Greater Toronto Area
- Demonstrated ability with developing, coordinating, and delivering program activities from an anti-Oppressive and anti-Racist lens
- Demonstrated experience working within the philanthropic and government sectors
- Considerable experience with project and/or program management (i.e., program planning, budget planning, work plan development, program evaluation)
- Highly developed facilitation skills to support collaborative project planning, implementation and evaluation as well as conflict resolution
- Highly developed interpersonal and communication skills (written, oral)
- Effective time management skills. Ability to prioritize work and meet deadlines
- Experience facilitating online programming using various technological platforms

Additional requirements:

- Satisfactory clearance under the Vulnerable Sector Screening process
- G or G2 licence for driving
- Must be able to work variable hours, weekends, weekdays, and evenings depending on team meetings, consultations, program activities and workshop scheduling

Interested individuals who meet the stated qualifications are invited to apply by sending their resume and cover letter in a PDF for Microsoft Word format to: **Philippa Beaden**, Director of Administration at info@bptcommunity.ca no later than **May 24th at 11:59 pm**. Only applicants selected for a virtual panel interview will be contacted. If you have any questions regarding the position and/or the application process, please contact **Philippa Beaden**, info@bptcommunity.ca

In order to effectively provide culturally appropriate support for the ABC youth program participants and their families and to alleviate under-representation of ABC individuals within leadership roles in the community services sector, candidates who have lived experience will be strongly considered.

Black Physicians of Tomorrow is an equal opportunity employer, committed to creating an inclusive, accessible workplace culture that is reflective of the community in which we serve. All Individuals will be considered for employment. Should you require accommodations, please let us know.