

Children's Aid Foundation of Canada Position Description

Position Title	Coordinator, Programs	Type	2-Year Contract
Department	Grants & Programs	Salary	\$43,000
Reports to	Associate Director, Programs	Updated	October 2022

About Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with child- and youth-serving agencies across the country.

Our vision is to create a world where the children and youth we serve have the strength and resilience to forge a bright and positive future. Join us and together we will help empower children, youth and families involved with the child welfare system go from surviving to thriving.

The Foundation is a dynamic and growing organization committed to delivering excellence and maximizing the social value of donations and volunteer contributions to child welfare in Canada. Last year we raised over \$17.5M supporting 19,568 children, youth and families across Canada.

You picked an incredible moment to join the Children's Aid Foundation of Canada! We are leading a bold and ambitious transformational strategy that will drive growth and awareness and ultimately lead to increased funds to better serve our three priority areas:

- 1) children and families at risk,
- 2) children and youth living in government care, and
- 3) youth transitioning out of care.

Position Description

Working under the direction of the Associate Director, Programs, the Program Coordinator is responsible for supporting the Youth in Transition team and initiatives aimed at improving education and employment outcomes for youth transitioning out of care, including the online financial literacy course, post-secondary education grants, and work in support of removing barriers to education and employment.

Responsibilities

- Assist with program administration by reviewing and approving applications and managing online forms
- Managing enrolment and troubleshooting for online financial literacy course
- 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 & Programs team 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-Teams, 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, but some flexibility may be negotiated on a case-by-case basis.
- Occasional evening and weekend hours.
- 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 welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. 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.

This position offers \$43,000 annual salary, 4 weeks' vacation per year, plus 3 float days, participation in our health and medical benefits package and Employee Assistance Program.

CAFC staff are currently working in a hybrid work model, working remotely and in the downtown Toronto office 1 day a week.

We acknowledge that the Foundation's main office is located in Toronto, which is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

To Apply:

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 and include "Coordinator, Programs Oct 2022" in the subject line of your email by November 11, 2022.

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.