

**Description:**

**PROGRAM COORDINATOR**

Black Opportunity Fund (BOF) is seeking an energetic and motivated team player to fill the 2 year contract position of **Program Coordinator**.

**Black Opportunity Fund** is a community-led registered Canadian Charitable organization, whose mandate is to dismantle anti-Black racism by establishing a sustainable pool of capital to fund Black led businesses and Black led not for profits and charities, in order to improve the social and economic well-being of Canada's Black communities. The fund will catalyze the cultural, socio-economic, institutional and political change required to enable Canada's diverse Black communities to thrive.

**REPORTS TO:**

**Program Manager**

**JOB SUMMARY:**

Reporting to the Program Manager, this position will be responsible for engaging with various stakeholders, organizations, and community members in the administration of various BOF programs (including lending, granting and wrap-around supports). The task will involve helping to design and monitor adjudication processes; working directly with funding program applicants, including providing guidance and support during the application process; providing information and reporting on the status of the application; as well as monitoring and tracking performance metrics for funded businesses and community organizations.

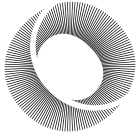
The ideal candidate possesses a strong background in program administration and community outreach.

**ROLES AND RESPONSIBILITIES:**

Working in a dynamic, team-based environment, the Program Coordinator's primary responsibilities will include broad customer service coordination, contributing to budget preparation, grants, lending and capacity building program coordination, monitoring and reporting.

The position will be responsible for:

- Helping to create, maintain and monitor project plans, project schedules and budgets;
- Liaising with and coordinating adjudication teams;
- Helping to implement and monitor funding (grants, lending) program adjudication and assessment criteria;
- Provide guidance and counselling to clients as required;
- Preparing presentation materials for meetings;
- Maintaining comprehensive project documentation in line with service level agreements with service providers;
- Monitoring project progress by: tracking activity, tracking deadlines, resolving problems, helping to prepare progress reports, and recommending actions;
- Participate in stakeholder meetings
- Organize and participate in client meetings;
- Preparing reports on program performance;
- Liaising with training service providers on delivery of capacity building training for Black entrepreneurs.



**CANDIDATE PROFILE:**

The successful candidate will require the following attributes:

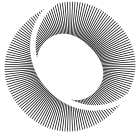
- Experience with a not for profit or charity, or with a lending institution in a capacity with significant external client interface.
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context;
- Familiarity with grant management software such as SurveyMonkey Apply is a strong asset;
- Proficiency with spreadsheets and data management systems required;
- Ability to pay close and accurate attention to details;
- Commitment to supporting social and economic justice organizations
- Deep understanding of historic systemic barriers to opportunities faced by Black and racialized Canadians
- Demonstrated experience with social media and technology
- Experience with administering grants or loan administration programs is highly desirable.
- Advanced knowledge in Microsoft Office Suite.
- Strong logic, analytical and problem-solving abilities.
- Solid planning and organizational skills with high attention to detail, accuracy, protocol and deadlines.
- Experience monitoring program budgets.
- Excellent writing ability that is clear, concise and analytic in style.
- Excellent communication, interpersonal, and customer service skills including solid presentation skills.
- Experience coordinating of training programs for adult learners is an asset.

**SALARY:**

\$70,000.00 plus participation in BOF extended benefits program.

Employee Benefits include:

- Benefits - medical, dental, vision, life insurance, etc.
- Plan Coverage - mental health support, physio, massage, other specialist services
- Company Supplied Equipment (for remote work) - laptop, phone
- Non-traditional time off benefits - office closed between Christmas & New Year's, closed Fridays in the summer
- Opportunity to work for an organization whose mandate involves significant social impact



**Please submit a resume and cover letter by June 15th, 2022**

to: Black Opportunity Fund

Email: [info@blackopportunityfund.org](mailto:info@blackopportunityfund.org)

Please include in the email heading **'Re: Program Coordinator BOF'**

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly by the hiring department.

**Black Opportunity Fund** is committed to fostering a collegial work culture grounded in diversity and inclusiveness. We strive to build a team that reflects the diversity of the community we work in and serve, so we encourage applications from traditionally marginalized groups such as Black, Indigenous and racially visible persons, persons with a disability, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

Due to the COVID-19 pandemic, all BOF employees are currently working remotely. Once BOF is ready to safely occupy its office space, we may consider a variety of workplace arrangements.