



*“Committed to the acceptance, development and celebration of unique, fierce and daring young women and girls.”*

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**Position Title:** **Program Coordinator**

**Start Date:** December 14, 2020

**Length of Term:** February 26, 2021

**Position Type:** Full-Time Salary Employment (37.5 per week)

**Hourly Rate:** \$44.44/hr

**Employment Type:** Contract - Temporary

**Work Style:** Remotely, Montreal-Based

**Salary:** **\$20,000 (CAD)**

**About The ForUsGirls Foundation**

The ForUsGirls Foundation, founded in 2015, is an international not-for-profit organization providing innovative skills & leadership development programs & opportunities for underserved & underrepresented young womxn & girls aged 10-25. We develop unique, fierce and daring young womxn and girls as a community & global GoalKeepers of the UN 17 Global Goals. We are based in Montreal, Quebec. Our programs expand across Canada, the United States & the Caribbean. Since 2015, we have impacted over 5,000+ young womxn and girls through our programs, humanitarian assistance and events through our signature programs; C for Coding; Be Fierce and Daring and Emerging, Young Global Leaders Accelerator and our NYC-based initiative A NEW REALITY: Tech Summit for Girls. ForUsGirls Foundation has been featured in Vanity Fair, The Independent, BUILD NYC Studios, CBC Montreal, CTV, and Vero Magazine. ForUsGirls has also been awarded by the Bill and Melinda Gates Foundation, UN Women, One



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Young World, the Canadian Consulate General in New York City and the YWCA.

**Role Description:** The Programs Coordinator will coordinate the planning, execution and growth of the Community Emergency Response Program in Canada focused on Montreal, and Kitchener-Waterloo communities from **December 14, 2020 - February 19, 2021**. This role is primarily responsible for responding to emergency resource support requests for services from Black womxn and Black families in need, during the 2nd wave of COVID-19. This role includes the outreach to community organizations in both targeted cities to refer potential to receive support from the emergency resource program. This role directly supports its program recipients, facilitators, sub-contracts and volunteers. The Programs Coordinator will work closely with other existing programs in the organization to support in delivery, registration outreach, execution of tasks, reporting and evaluating.

**What We Are Looking For:** We are searching for an experienced professional Program Coordinator with experience leading strategic partnerships, community support program delivery and team management; to provide community emergency resource support to Black womxn and Black families in need in selected areas. We are looking for a professional who can work independently, execute tasks in a timely fashion and provide compassion to vulnerable populations in sensitive situations and circumstances. This person will represent The ForUsGirls Foundation and will work with its programs team and its volunteers, and directly report to the acting Program Director & CEO, to develop and implement initiatives to increase the visibility of the community emergency response program within the targeted markets.

**Required Interpersonal Qualities:** The ideal candidate is self-motivated, adequately manages their time & resources, works remotely and efficiently, enthusiastic and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude, readiness to be a leader, who works independently, autonomously and supports other team members.



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### **What Are The Responsibilities:**

- Maintain an active and updated database of primary and secondary service-based community organizations in Montreal and Kitchener-Waterloo.
- Create a list of key community-based groups to establish and execute the strategy for the COVID-19 Community Emergency Resource Program launch.
- Communicate with existing ForUsGirls Foundation programs community members and partners in providing support with the completion of the support services in-take form.
- Create a community response procedure for individuals to follow in requesting and receiving emergency support services.
- Provide daily and weekly program updates, reporting and feedback to the Program Director & CEO.
- Provide immediate confirmation of response to submitted in-take forms from community members.
- Schedule the delivery of services for requested services and support resources.
- Provide weekly one-on-one individual follow-up support via phone calls or video calls.
- Refer community members to additional services and resources available through the organization and external community partners.
- Maintain an active database of in-take responses, community members' data and service requests with individual emergency needs.
- Gather testimonials, documentations of recipients impact statements from community services and resources provided and received.
- Synch marketing & communication strategies with the overall organization outreach & community engagement activities with program participants, facilitators and sponsors.
- Support the administrative tasks of the organization additional three signature programs; C for Coding, Be Fierce & Daring Program Emerging Young Global Leaders Program.

### **What You Bring To This Role:**

- Bachelor's degree in communications, marketing, public administration, public policy, public relations or community development or equivalent experience and education.
- Preferred experience of 3-5 years working in not for profit community development or outreach initiatives.



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- Outstanding written communication and presentation skills.
- High level of empathy, emotional intelligence, racial and gender diverse sensitivity
- Strong experience preparing partnership agreements and reports.
- Friendly, enthusiastic and positive attitude.
- Strong knowledge of G-Suite, Asana, and Slack.
- Detailed-oriented with the ability to manage multiple priorities at a time.

**Additional Time Commitment:**

- Participate in daily executive strategy meetings
- Daily deliveries during the weekend and Saturdays 12 p.m. -2 p.m.
- Daily email & slack communication

**Expected Deliverables:**

- Provide emergency resource support to 200 individuals & families
- Provide a community emergency response service flow for recipients to use
- Provide 15 documented testimonials of impacted individuals & families
- Provide accurate documentation of receipts and services provided
- Provide program review and evaluations for the reporting of grant funds

Interested applicants are encouraged to submit their cover letter with confidence along with their resume to [info@forusgirls.org](mailto:info@forusgirls.org).

Should you agree to the terms above and in your best ability to perform outlined functions,