

Lead, Newcomer and Racialized Programs

Big Brothers Big Sisters, Serving Grand Erie, Halton and Hamilton

POSTED ON: April 3, 2025

CLOSING ON: April 17, 2025, 5:00pm. Applications will be reviewed on a rolling basis.

LOCATION: Work stations are provided in both our main facility (Hamilton) and satellite office (Burlington). A willingness to travel within the communities we serve is required (mileage reimbursement).

EMPLOYMENT TYPE: Temporary (maternity leave, 12 months), Full-time, 35 hours/week.

TARGETED START DATE: April 23, 2025.

STATUS: Hybrid role - we offer flexibility with virtual options; however, the role does require in-person programming in Halton, Hamilton and Grand Erie, inclusive of in-person meetings.

COMPENSATION: \$27.47/hour + Employer-paid Benefits (after 3 months).

WHO WE ARE

For over 100 years, Big Brothers Big Sisters, serving Grand Erie, Halton and Hamilton (BBBSGEHH) has provided essential services in our local communities. We are part of a National Federation comprised of 80+ Member Agencies servicing more than 1,100 communities across the country.

VISION & MISSION

Our Vision is that all young people realize their full potential. Our Mission is to enable life-changing mentoring relationships to ignite the power and potential of young people.

THE OPPORTUNITY

The Agency is looking for an insightful and impactful individual to join as a **Lead** to help support our continuously improving organization to deliver impactful mentoring services to the Halton, Hamilton and Grand Erie communities.

The **Lead, Newcomer and Racialized Programs**, is responsible for coordinating the delivery of Adventure Canada Connections (ACC), Exploring our Roots and Cultural Mentorship school-based programs in Hamilton, Halton, and Grand Erie, which focuses on Black, newcomer and racialized youth. The co-design of new or enhanced programming for these communities will be part of the role, with a focus on strategy, research, outcomes and innovation. A desire to learn and grow is a must.

Adventure Canada Connections (ACC) supports newcomer elementary aged students to help with their adjustment to Canada. With a goal of social integration, mentoring sessions include educational activities that encourage students to learn about Canada while practicing literacy, communication and team building skills.

Exploring our Roots is a program for racialized youth in grades 4-8. Participants are provided a space to embrace their personal identity while learning about diversity, culture and developing respect and acceptance for others. Through group activities, participants establish social connections and build self-esteem.

The Cultural Mentorship Program in partnership with Canadian Caribbean Association of Halton is offered to students in grades 5-8 who identify as being part of the Black community. The program aims to develop mentoring relationships with a focus on celebrating Caribbean and African culture through group activities and shared experiences. Students will learn wellness strategies, leadership skills and community resources from guest speakers.

The ideal candidate self-identifies with and has lived experience in one of these communities and is committed to the principles of Equity, Inclusion, Diversity and Belonging.

This position will report to the Manager, Group Programming.

DUTIES AND RESPONSIBILITIES

Program Deliverables:

- Implementation, delivery and oversight of the Adventure Canada Connections (ACC), Exploring our Roots and Cultural Mentorship programming in schools and communities in Hamilton, Halton and Grand Erie.
- Provide outreach to schools during the Fall, Winter and Spring term to coordinate group sessions.
- Match volunteers to schools and provide program related training to new volunteers.
- Organize supplies for program related bins.
- Co-design and co-deliver the curriculum for the Cultural Mentorship Program with community partner Canadian Caribbean Association of Halton.
- Communicate with community partner Jamaica Foundation of Hamilton on volunteer recruitment and delivery of the Cultural Mentorship Program in Hamilton starting Fall 2025.
- Create new programming to better serve equity seeking groups.
- Utilize research, program outcomes and community feedback to continually improve/modify and grow programming.
- Ensure programming is aligned to the strategic plan.

Internal/External Relations:

- Responsible for maintaining partnerships with Canadian Caribbean Association of Halton and Jamaica Foundation of Hamilton and developing new partnerships in the community.
- Recruit and schedule monthly meetings for Youth Advisory Committee members to revise program curriculums.
- Communicate with School Champions to identify student needs.
- Provide support to volunteers during program delivery.
- Collaborate with Service Delivery and Intake team members.
- Liaise with schools, other youth service agencies, other community groups, clubs or the public in general as required.

- Make referrals to other agencies or other colleagues within your own agency, as warranted.
- Attend community network meetings as required.

Admin/Other:

- Provide regular reports to the Manager, Group Programming.
- Update case files and input new files in our SDP database.
- Collect and evaluate program related data and reporting on program statistics.
- Manage program related budgets.
- Support Manager, Group Programming with funding reports.
- Purchase program supplies using agency gift cards.
- Maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy.

QUALIFICATIONS AND REQUIREMENTS

- BSW or related post-secondary degree/diploma combined in a related field (social work, psychology, sociology) with 2-5 years related experience.
- Experience working with children, youth and/or families, as well as with BIPOC communities is an asset.
- Must have demonstrated knowledge and commitment to understanding the needs of working with marginalized and vulnerable people from a strengths-based approach.
- Motivated to initiate outreach efforts to equity seeking populations.
- Experience supervising front line staff as a “Lead” ideal.
- Must have skills in developing and working in partnerships and collaborating with a variety of people and organizations across multiple sectors.
- Must demonstrate strong organizational skills, with the ability to plan, set priorities and meet timelines consistently.
- Working knowledge of Office 365 programs and familiarity with CRM Dynamics desired.
- Strong communication skills, collaboration, and teamwork skills.
- Experience with conducting research (constructing surveys, focus groups) an asset.
- Access to a vehicle – requires driving in Halton, Hamilton and Grand Erie and able to work flexible hours (evenings and weekends) when needed.
- Preference given to candidates who identify as Black or racialized.

APPLICATION PROCESS

BBBSGEHH is committed to the principles of equity, diversity and inclusion in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. BBBSGEHH will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening and hiring process. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process upon request. All hiring managers of BBBSGEHH will treat all job applicants with dignity and respect. At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the Human Rights Code (such as age, ancestry, colour, race, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, and gender expression).



We thank all applicants for their interest, however, only those candidates whose skills and experience best match the requirements of the position will be contacted for an interview.

Interested applicants are invited to submit their cover letter + resume by email with the job title as the subject line to: lauren.kenwood@bigbrothersbigsisters.ca, Group Manager, by 5:00pm on Thursday, April 17, 2025.