

CAUSEWAY

Causeway is a project of Social Innovation Generation (SiG) National, hosted at SiG@MaRS in Toronto

Who we are

Causeway is a national collaboration working to accelerate a social finance marketplace in Canada

This Initiative is being founded with the values of:

- Focusing on measurable, durable, scaling contributions;
- Building on the wisdom and momentum of the pioneering Canadian Social Finance Community; and,
- Serving the community from a comprehensive community interest perspective.

Job Description – Associate Coordinator - Causeway

24 month contract position, with Causeway Social Finance

Details of the position

- Full time contract position until September 2011
- Compensation type: salary
- Amount: Commensurate with experience. *Range \$41,000-\$51,000 inclusive of MERC (mandatory employment related costs)*
- Applications due June 1st, 2009.

Job Purpose

The Associate Coordinator supports the Causeway Steering Committee through coordination and administration of all aspects of Causeway activity delivery including planning, organizing and administering program activities. A special program focus will be on building the social finance marketplace in Ontario through an Ontario Trillium Funding project called “Financing For our Future”. The position is situated within the emerging social finance industry in Canada, working cross-sectorally and gaining knowledge from global and regional networks.

Primary Duties and Responsibilities

Planning

- Assist in the delivery of the overall project and its activities in accordance with the goals and work plan.
- Assist in the development of a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Support network development including an on-line web-platform.
- Support event coordination.
- Assess the needs for volunteers to enhance program/service delivery.

Organization

- Coordinate conference calls, meetings, and sessions on behalf of committees and working groups
- Conduct ongoing evaluation of the programs and services delivered by volunteers and implement improvements as necessary.

Research

- Research international best practices in social finance
- Document and organize educational materials
- Liaise with constituencies and partner organizations
- Prepare presentations and other communication material
- Assist with development of policy and related documentation

Administration

- Support the administration and budgetary needs of Causeway and its programs
- Develop forms and records to document program and volunteer activities

Qualifications

Education and experience

- University degree and MBA or financial background would be an asset, along with a minimum of 3-5 years experience in a related field in a nonprofit environment, or a combination of education and experience is an asset.

Core Competencies

- Knowledge about the finance sector, comfortable with financial terms
- Knowledge of program management
- Knowledge of client groups and/or issues related to the social finance program area.
- Research skills
- Ability to work independently and plan own priorities
- Proficiency in the use of Macintosh Apple (Word, Excel, PowerPoint), E-mail, Google applications, and open source applications.
- Demonstrated ability to establish and maintain positive and collaborative working relationships
- Demonstrated organization and administrative skills, with attention to detail and ability to meet deadlines
- Strong written and verbal communication skills
- French / English bilingualism is an asset

Working Conditions

The Project Coordinator will work a standard workweek but may be required to work some evenings and weekends to monitor program activities. Occasional travel may be required within Ontario.

To apply: Please send a resume and a 500 words essay explaining your interest in social finance by June 1st, 2009 to:

Attention: Joanna Reynolds
Program Coordinator, Causeway
Joanna.reynolds@socialfinance.ca