



# EmpowerWeb Program Coordinator

Contract, full time position

Organization: Abuse Hurts

## About Abuse Hurts

Abuse Hurts is a charitable organization dedicated to supporting individuals and families affected by abuse, violence, bullying, and trauma through education, prevention, awareness, and community-based support programs. Through EmpowerWeb, Abuse Hurts provides accessible online learning opportunities and supportive community engagement designed to build knowledge, confidence, resilience, and pathways to healing.

## Position Summary

The EmpowerWeb Program Coordinator plays a key role in supporting the day-to-day operations of the EmpowerWeb onsite learning centre and related community programming. This role is ideal for a compassionate, organized, and proactive individual who is passionate about community impact and supporting vulnerable populations through accessible education and engagement.

The Program Coordinator will support participant intake and engagement, assist with onsite learning centre operations, coordinate administrative and reporting activities related to grant-funded programs, and contribute to communications and outreach efforts. The role also supports data tracking, impact reporting, inventory management, and community relationship-building activities.

This position requires a self-starter who can work independently while also collaborating closely with leadership, community partners, and program participants.

## Key Responsibilities

### Program Coordination & Participant Support

- Support the daily operation of the EmpowerWeb onsite learning centre
- Assist with participant intake, registration, and onboarding
- Help participants navigate available learning opportunities and online resources
- Provide compassionate, respectful, and trauma-informed support to program participants
- Assist with setting up and taking down learning centre spaces, materials, and equipment
- Help maintain a welcoming, inclusive, and organized learning environment

### Administrative & Grant Reporting Support

- Support the President with administrative coordination related to EmpowerWeb programming



- Assist with tracking program metrics, participant engagement, and outcomes
- Maintain accurate records and databases related to program delivery and reporting
- Support the preparation of grant reports, impact summaries, and funding documentation
- Assist with monitoring deliverables and timelines associated with funded projects

## Community Engagement Support

- Support communications activities by updating materials as needed
- Assist with outreach to partner agencies and community organizations
- Help promote EmpowerWeb and Abuse Hurts programming at events and within the community.
- Respond to inquiries with professionalism

## Operational Support

- Assist with inventory tracking as required.
- Help maintain organized program resources and equipment
- Support President with general operational and administrative functions as required.

## Qualifications

- Diploma or degree in Social Work, Community Development, Non-Profit Management, or a related field
- 1–2 years of experience in program coordination, community support, administrative, or non-profit roles
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong organizational and administrative skills with attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and manage competing priorities
- Compassionate, professional, and participant-centered approach
- Experience working in community or social service environments is considered an asset
- Familiarity with trauma-informed, equity-informed, and inclusive practices is considered an asset

## Core Competencies

- Strong interpersonal and relationship-building skills
- Self-starter with the ability to work independently
- Adaptable and solution-oriented
- Organized and dependable
- Strong time management and follow-through
- Commitment to confidentiality, respect, and professionalism



## Working Conditions

- 10 month full time contract (34.5 hours per week)
- Combination of onsite program support, administrative coordination, and community engagement activities
- Occasional flexibility may be required to support events or partner activities

## To Apply

Please submit your resume and cover letter outlining your interest and relevant experience to:  
[Helena@abusehurts.ca](mailto:Helena@abusehurts.ca)

Abuse Hurts is committed to creating an inclusive and accessible workplace. We encourage applications from individuals with diverse backgrounds and lived experiences.