



YWCA
S A S K A T O O N

Employment &
Learning Centre

Program Coordinator – PowerUP **JOB POSTING**

ABOUT YWCA SASKATOON: The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT: At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.



POSITION SUMMARY:

The **Program Coordinator, PowerUP** plays a key role in delivering YWCA Saskatoon's **PowerUP small business training program**, supporting women entrepreneurs at all stages of their business journey. PowerUP provides one-on-one coaching, business plan training, self-employment exploration, digital adoption, and networking opportunities.

Reporting to the **Manager, Employment Services**, the Program Coordinator oversees the day-to-day development and delivery of the PowerUP program, manages the program budget, and provides individualized business coaching and technical support to participants. The successful candidate will bring entrepreneurial experience, leadership skills, and a strong commitment to empowering women through inclusive, community-based economic development.

POSITION REPORTING: Reports to Manager, Employment Services

WORKING HOURS & CONDITIONS

- Full Time, Temporary (until March 31, 2027)
- 37.5 hours per week (primarily daytime hours, with occasional evenings/weekends).
- Primarily in-office position with some flexibility based on program delivery needs.

WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

WAGE: \$23.00 per hour

Please note SEIU – West is the union and bargaining agent for all in scope employees

KEY RESPONSIBILITIES

- Lead and oversee the delivery of the PowerUP programs, ensuring budget compliance and program success.
- Provide one-on-one business coaching and technical assistance on business planning, management, marketing, sales, operations, and financing.
- Conduct client intakes, assessments, and individualized support for business start-up and growth.
- Facilitate training sessions and arrange guest experts for workshops and networking events.
- Build and maintain relationships with community stakeholders, including financial institutions, service providers, and innovation partners.
- Support entrepreneurs in accessing funding, grants, and lending opportunities.
- Maintain accurate records, documentation, and reporting in compliance with YWCA standards.
- Promote and market the PowerUP.



- Apply a feminist, anti-racist, and intersectional approach to all aspects of program delivery.

QUALIFICATIONS:

- Post-secondary education in business, entrepreneurship, or a related field combined with relevant experience as a business owner/operator or advisor.
- Experience in program delivery, budget management, and team leadership.
- Proven ability in workshop facilitation and business coaching.
- Strong knowledge of business start-up, management, and operations.
- Excellent written and verbal communication skills.
- Commitment to inclusive entrepreneurship and supporting the economic prosperity of women.
- Strong understanding of AI as a tool, or willingness to learn in order to streamline efficiency of business plan development.
- Proficient in MS Office applications.
- Ability to work occasional evenings and weekends.
- Current **Vulnerable Sector Police Check** (or willingness to obtain at own cost).
- **Bilingualism (English/French)** is considered an asset.

CONTACT INFORMATION:

If at any time during the application and selection process you require accommodation, please email Pam Coates at pcoates@ywcaskatoon.com.

For a complete job profile, please email pcoates@ywcaskatoon.com.

APPLICATION METHOD:

This is a Full-time Term position that concludes on March 31st, 2027. Applications in the form of a resume and cover letter will be accepted until **position is filled**.

Click the link below to apply through our Career Centre:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=d5fa3632-7a19-4c03-9cba-f9fab1ce511b&ccId=19000101_000001&lang=en_CA

YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted

