

POSITION: Program Manager	POSITION STATUS: Vacancy - Permanent Full-Time
DEPARTMENT: IRCC-LINC	HOURS OF WORK: 37.5 hours per week
ANNUAL RATE OF PAY: \$68,688	# OF POSITIONS: 1
UNION: Non-unionized	POSTING PERIOD: 2024-11-15 to 2024-12-06

Scope: The role of a Program Manager overseeing the program’s long-term strategic objectives and daily operations.

Responsibilities:

Program Planning

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization.
- Develop new initiatives, long-term goals and objectives to achieve the successful outcome of the program.
- Manage the program’s annual budget and operating plan to support the program.
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Develop funding proposals for the program to ensure the continuous delivery of services.

Program Organization

- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Develop forms and records to document program activities.
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
- Raise awareness of the program in the community.
- Develop and maintain a network of contacts in the community.

Program Leadership

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards.
- Supervise program staff by providing direction, input and feedback.
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- Represent clients, staff, and the organization on local committees when necessary.
- Create a positive team atmosphere and motivate staff effectively.

Program Reporting and Monitoring

- Write reports on the program for management and for funders.
- Communicate with funders as outlined in funding agreements.
- Ensure that the program operates within the approved budget.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.

Qualifications:

Skills and Abilities:

- Strong oral and written communication skills.
- Excellent organization and problem-solving skills.
- Ability to exhibit efficiency and demonstrate commitment to meet tight deadlines.
- Able to work independently and in a team environment.
- Ability to conduct presentations, lead workshops, and facilitate meetings.
- Computer proficiency in using Microsoft Office Suite and online platforms, techniques, and tools (e.g. Zoom, OneDrive).
- Ability to adapt to ongoing changes and new technologies.
- Strong ability to work with various databases, data collection and analysis.
- Possesses strong collaborative skills and can develop meaningful partnerships through thoughtful and genuine engagement.

Education & Experience:

- University Degree with 3 years work experience or College Diploma with 5 years experience.
- TESL certification and PBLA knowledge required.
- Experience with Avenue training is an asset.
- Experience in proposal writing is an asset.
- Experience in Income Tax preparation is an asset.
- Experience in fundraising is an asset.
- Awards and distinctions are an asset.
- Having lived experience in immigration is a valuable asset.
- Experience working with diverse populations including but not limited to newcomers, language minorities, racial minorities, marginalized communities, 2SLGBTQI+, disabled and those without status.

Requirements:

- Police clearance.

How to apply: Visit our website to submit your application: <https://www.wwwwiw.org/join-our-team/>

Deadline: The deadline to apply is December 6, 2024

W5 welcomes diversity in the workplace and encourages applications from all qualified individuals, including 2SLGBTQI+, Visible Minorities, Indigenous People, and persons with disabilities.

Accommodations will be provided throughout the hiring process upon request.

Thank you to all applicants for your interest in the position. However, only candidates selected for an interview will be contacted.