



## **Program Manager**

(1-year contract with possibility of extension)

**Effective:** June 2023

**Pay:** \$60,000

**Working Hours:** Monday to Friday 10:30 am – 6:30 pm

**Status:** Fixed Term Full-Time

The **Jean Augustine Centre for Young Women's Empowerment** is committed to empowering girls and young women between the ages of 7-17 years both locally and across Canada. We take a holistic approach to empowerment by providing programs that support the mental, physical, and social wellbeing of young women and girls.

We are seeking an experienced individual to join our team as a full-time Program Manager. Reporting to the Executive Director, the Program Manager provides program leadership and helps establish a healthy and supportive work environment. In this role, the Program Manager will be responsible for the overall development, implementation and evaluation of programs.

### **Duties & Responsibilities:**

- Program Management
  - Oversees curriculum development for JAC's four program pillars - financial literacy, academics & STEM, community engagement and empowerment.
  - Oversees the coordination and implementation of programs and events.
  - Monitors, **measures**, and evaluates program performance and service delivery models.
  - Monitors and ensures program compliance with funder requirements, safety codes and organizational operating principles.
  - Works in collaboration with the Executive Director in recruitment and hiring of program staff.
  - Trains and supervises program staff, placement students and program volunteers.
  - Works with Executive Director to determine spending priorities.
  - Accurately maintains allocated budgets and tracks expenditures.
  - Creates summary reports based on program **evaluations, performance metrics**, and outcomes.
  - Develops program registration and intake forms.
  - Develops and updates program manuals.
  
- Community Outreach & Stakeholder Engagement
  - Establishes new program partnerships and strengthens established relationships with schools and organizations aligning with JAC's mandate.

- Attends meetings and events on behalf of JAC.
- Oversees development and distribution of promotional program information.
- Other
  - Supports Executive Director and Fundraising Coordinator in grant applications.
  - Helps maintain a safe and professional work environment.
  - Other duties and projects as required.

**Qualifications:**

- College diploma or university degree in education, social work, child and youth work or related fields an asset.
- 3+ years in a leadership role in youth education, community programs or child & youth programs.
- 3+ years of demonstrated experience in the development, implementation and evaluation of program curriculum.
- 3+ years of budget management experience.
- 3+ years of demonstrated ability to foster sound relationships with various stakeholders and community partners.
- Excellent leadership, organizational and time management skills.
- Excellent interpersonal skills, and professional verbal and written communication skills.
- Ability to work flexible hours with evenings and some weekends required.
- Police Records Check – Vulnerable Sector required.
- Standard First Aid & CPR required.
- Valid Ontario Driver's Licence and use of a vehicle required with valid proof of insurance required.

**Please send resume to [opportunities@jeanaugustinecentre.ca](mailto:opportunities@jeanaugustinecentre.ca) by Friday, June 16, 2023, noting Program Manager in the subject line.**

**Applications from qualified candidates are welcome. Only selected candidates will be contacted. Individuals from equity seeking groups are encouraged to apply.**