



Elmwood Community Resource Centre

Position: Director of Program & Services

Job Status: Full Time- 37.5 hours

Closing Date: August 10th 2022

Start Date: September 5th, 2022

The Director of program is a member of the Senior leadership Team; this position will oversee and supervises the Family program, Newcomer Settlement program, the Reach Out-afterschool program and all community development initiative; coordinates students placements for the Elmwood Community Centre.

Qualifications

- Minimum 3 years direct experience in a supervisory/managerial role,
- Minimum 5 years of experience working within non-profit management;
- Knowledge of the impact of poverty, addictions, violence, mental health on Adults and youth
- Knowledge of developing, implementing and evaluating community-based program;
- Experience in overall leadership and implementation of community projects;
- Experience working in cross-functional and implementation of new initiatives;
- Strong time management, organizational, decision-making, analytical and problem-solving skills
- Highly motivated and self-directed with the ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment and handle pressure situations;
- Experience in organizing, direct planning and coordinating operations within multiple competing priorities with a keen eye for detail;
- Strong knowledge of anti-racism framework, UNDRIP, TRC and anti-oppressive practices,
- Ability to effectively develop, nurture, engages and support partnerships with a variety of stakeholders, both internal and external,
- Demonstrated project coordination skills with the ability to follow a project through from the beginning to evaluation stage,
- Solid understanding of the social, political, and cultural landscape in Winnipeg,
- Cross cultural awareness and sensitivity is required to work effectively with the diversity of our client base
- Knowledge of the resources available in the community to Individual experiencing barriers to employment, violence, mental wellness and/or addictions resources,
- Excellent communication both verbal & written and public speaking skills;
- Ability to work independently and in a team environment;
- Computer skills including MS office and web navigation
- Satisfactory Criminal Record and Child Abuse Registry Check
- Ability to work evening is required.
- A valid class 5 licence is a requirement

Responsibilities

Program Planning and Management

- Provide oversight of day-to-day operations, monitoring and support to Family program, Newcomer Settlement and Afterschool programs including
- program development, implementation, financial administrative support and monitoring, improvement/maintenance of assets, and funder liaising as needed
- Support direct staff reports to ensure the development of Annual Program Plans and ongoing coordination within programming
- Work with programs to ensure new and existing programs are responsive to community needs
- Analyze trends in programming, identifying issues and developing solutions with relevant stakeholders
- Support and facilitate positive external partnerships and joint programming through regular engagement and consultation
- Develop, implement, facilitate programs designed to ensure that clients' needs are met in consultation with the Executive Director
- Maintain & organize daily paperwork; including daily/evening log books, statistics, participant contact information as well as organizing evaluation forms to files.
- Develop and implement strategies to teach healthy coping habits and promote non-violent behaviors;
- Implement, enforce policy, performance expectations and mediate participants conflicts effectively following restorative justice model;
- Working with staff to ensure a holistic, trauma-informed, and wraparound approach to programming;
- Facilitate interdepartmental collaboration to promote innovation and appropriate program linkages;
- Ensure applications or renewals of program permits (gyms, schools) are completed in a timely manner;
- Prepare statistical and narrative reports as required by the ECRC monthly report and funder reports.
- Collect, summarize, and analyze quantitative and qualitative data for Logic Model report and Annual Report,
- Represent the ECRC at local meetings, community functions, or task groups and provide presentations when required;
- Develop relevant partnerships and relationships with community agencies, local schools;
- Develop and facilitate the development of community initiatives in a pro-active manner and in response to community need
- Work closely with mental health, anti-violence, settlement sectors organizations and academic stakeholders to determine gaps, barriers and work to create partnerships, initiatives, programs that will address the need within our community.



Fund Development

- Create comprehensive funds development strategies for the center with the goal of raising \$70,000 to \$150,000 yearly;
- Researching potential funding sources and liaising with new or existing funders to secure funds;
- Proactively research/write grant proposals for programs expansions and or new programs;
- Monitor all program financial activities within your portfolio and ensuring that the organization stays on budget

Human Resource Responsibilities

- Conduct reference employment interview, checks for final and successful candidates and provide offer of employment;
- Design and oversee the implementation of office procedures, internal communication systems, policy and practices dissemination;
- Develop and encourage implementation of program manual, guidelines and procedures;
- Address HR concerns in collaboration with the Executive Director
- Perform Annual staff performance appraisals and tactfully handle sensitive issues in a confidential manner;
- Ensure that ECRC and program standards, guidelines, and policies are maintained;
- Facilitate departmental team meetings, staff debrief;
- Attend Staff Meeting and Management meetings;
- Organize staff health and wellness strategy including staff retreat and professional development

Additional Benefits

Regular hours of work will be at the ECRC office between 9:00am – 8:00pm Monday to Friday, however the schedule is flexible to accommodate meetings. After 3 months, the employee will be eligible to participate in the benefit plan which includes extended health to be paid 30% by the employee and 70% by the employer, as well as a match of employee contributions to an RRSP account of up to 2% of the employee's gross salary and 3 weeks of vacation days.

**Submit Resumes and a cover letter indicating the Job Title in the subject line to
Oluwaseyi Alabi**

E-mail: executivea@elmwoodcrc.ca

***Only successful applicants will be contacted to schedule interview times.**