Job Description
Program Manager

Division: Central Administration	Reports to: Executive Director
Job Title: Program Manager	Effective Date: March 1st 2013

Core Values Statement

Elmwood Community Resource Centre provides resources and leadership so the people of Elmwood can work together in building a stronger and safer community, making it a more desirable place to live, work and raise a family. We will accomplish this by; developing programs to meet the changing needs of the people in the community and connecting people, ideas and resources.

Job Summary

The Program Manager oversees the operations of the ECRC Programs and ensures goals and objectives of each program and ECRC are met.

The Program Manager provides leadership in development, implementation and evaluation of programs and supports/supervises program staff in program delivery.

The Program Manager monitors, manages and oversees the planning, coordination, and administration of each program, ensuring adherence to ECRC standards, guidelines, policies and procedures.

Duties and responsibilities

- Develop relevant partnerships and relationships with community agencies and funding agencies.
- Develop a program evaluation framework to assess the strengths of each program and to identify areas for improvement
- Recruitment, selection, training, supervision and evaluation of program staff.
- Provide consultation and recommendations for developing, implementing, coordinating, and evaluating plans and programs designed to ensure that clients' needs are met.
- Ensure that ECRC and program standards, guidelines, and policies are maintained.
- Prepare statistical and narrative reports as required by the ECRC and Funding Bodies.
- Represent the ECRC at local or regional meetings, community functions, or task groups and provide presentations when required.

Qualifications

- Post-secondary education in social sciences or equivalent, and training and/or experience in delivering program specific services.
- Demonstrated experience in developing, implementing and evaluating community-based programs.
- At least three years direct program delivery experience in the field, with a demonstrated knowledge of program specific community based programs.
- Experience in proposal development and reporting required by funding organizations.
- Experience supervising staff
- Excellent communication and public speaking skills
- Demonstrated teamwork, leadership and supervisory skills
- Excellent organizational, analytical and problem solving
- Ability to work independently and in a team environment
- Computer skills including MS office and web navigation

Working conditions

- Non-standard hours of work.
- This position requires work outside the office environment.
- Use of a personal vehicle may be required.
- A valid driver's license is required.
- Criminal Record Check is required.

The Program Manager will be based out of 200 Levis St. This is a part-time (20 hrs per week) position. Salary and benefits to be negotiated based on qualifications and experience.

Approved by:	*Human Resources Committee*
Date approved:	*Feb 28th, 2013*