

ELDER HELP – PEEL

Part-time - Three (3) days x week x 7 hours x day

(Possibility of becoming a full-time position)

Position Summary: Reporting to the Executive Director, the Program Manager will be responsible for planning, directing, implementing and evaluating EHP's programs and services. Responsibilities also include managing program staff and activities to satisfy funder requirements and ensure the achievement of desired program outcomes. This position is considered to be the primary successor to the Executive Director.

Responsibilities

Leadership:

1. Develops and implements strategies that will maximize the synergies among programs.
2. Supports the fulfillment of EHP's Mission and Vision.
3. Encourages professional standards and behavior consistent with EHP's values.
4. Assists in the alignment of operational activities to strategic goals.
5. Ensures adherence to organization's policies and procedures.
6. Complies with relevant legal, statutory and regulatory requirements.
7. Plans and implements changes necessary to ensure continuing program effectiveness and efficiency.
8. Sets a strong example of leadership and fosters accountability among staff.
9. Participates in the day-to-day administration of the organization.

Program Planning and Management:

1. Develop program logic models, work plans and budget.
2. Works with the Executive Director to determine events/activities schedules and staffing requirements.
3. Collects and compiles program and data/statistics.
4. Analyses trends in programs, identifies issues, develops and recommends solutions.
5. Recommends new programs and initiatives.
6. Manage program activities and evaluates program outcomes.
7. Develops implements and evaluates strategies to recruit volunteers required to support the programs.
8. Develops implements and evaluates strategies to outreach and engage clients and volunteers.
9. Prepared funder reports and liaises with funders.
10. Develops resources and tools in support of program activities and goals.

Human Resources and Management:

1. Recruits, trains and manages program staff.
2. Implements a professional development plan for program staff to address skills gaps and professional development goals.
3. Works with program staff to develop objective performance measurements and ensure consistent, high-quality evaluation and goal setting.
4. Recommends policy and procedure changes and enhancements.

Financial Planning and Management

1. Works with the Executive Director, the bookkeeper in the preparation of program financial reports.
2. Inventories and secures program assets.
3. Submits requests to Executive Director for Capital purchases and staffing requirements.
4. Identifies funding sources and prepares grant/funding application.

Community Relations, Advocacy, Education and Outreach:

1. Represents Elder Help – Peel at external activities and events.
2. Builds and maintains relationships with community partners and stakeholders.
3. Attends relevant community meetings as the designate from Elder Help – Peel advocating on behalf of Peel seniors.
4. Responds to requests for help/information from the public.
5. Promotes EHP in local communities, the City of Brampton and the Region of Peel.

Qualifications:

- University degree in Human Services – related field or equivalent combination of education and work-related experience.
- At least 5 years of full-time work experience with 3 of those in a program management role.
- Familiarity with the issues facing seniors and newcomers.
- Result-oriented and highly credible leader with a track record of successfully managing funded programs, including preparation of reports and maintaining funder relationships.
- Experienced in developing resources in support of program activities and goals.
- Skilled in planning and overseeing program events and activities.
- Deep understanding of human resources, employee performance improvement plans, and corrective action practices.
- Proven ability to build and maintain community collaborations/partnerships.
- Demonstrated skills in conflict resolution, and people management. High level of sensitivity and ability to work with cultural differences and issues.
- Deadline oriented with strong attention to detail.
- Demonstrated ability to work independently and collaboratively.
- Personal qualities of integrity, credibility, and a commitment to and passion for the voluntary sector and EHP's mission.
- Track record of successfully working with a broad spectrum of volunteers.
- Proficiency in MS Office applications for use in budgeting and reporting.
- Ability to work flexible hours.
- Valid driver's license and reliable access to a safe, insured vehicle.
- Vulnerable sector screening.

Interested candidates please submit your resume to:

Elder Help – Peel
37 George St. N., Unit # 102
Brampton, ON – L6X 1R5

Deadline: February 15, 2018

No phone calls please – only successful candidates will be contacted.