

Job Posting

Job title: Manager – Special Projects
Hours: 35 hours per week
Start/end date: ASAP to March 2024 with possibility of extension
Reports to: Senior Manager, Programs and Services
Posting Date: May 24 2024
Reference Number: CLNU-2024-14
Deadline to apply: Open until filled

CultureLink is a Not for Profit Charity settlement and community organization with 35 years of experience in developing and delivering services to meet the needs of diverse communities. Passionate about providing innovative services, we adapt to changes and create new programs that best respond to and address our clients' specific needs.

Our team of more than 70 staff members, speaking more than 30 languages, is dedicated, knowledgeable, and multicultural. We serve around 10,000 participants on average each year.

Our services connect cultures to build welcoming communities. We assist newcomers looking for employment, help families navigate the school system, and provide youth with the skills necessary for bright and successful futures. We support refugees and bring together new and established Canadians.

Job Summary:

The Manager is responsible for spearheading and leading one of the projects in the department and its successful implementation. The Manager is committed to achieving time-based outcomes through effective planning, mentoring, guiding and supporting the team. There are also responsibilities related to leading and monitoring performance and implementing an effective feedback system to meet and exceed the agency's strategic goals related to quality service provision, accountability and equity. This project has objectives to 1) remove systemic barriers that hinder immigrant women to influence decision making and policies at one of the school boards; and, 2) to increase democratic activities and/or influence of change by immigrant women.

On-site presence in office, occasional evening and weekend availability will be required.

Duties

The Manager will be leading and delivering all aspects of the project and other CultureLink special projects as assigned:

Programs Leadership

- Lead all aspects of the project assigned including hiring and training, development and implementation of project work plans, evaluation framework, reporting and financial management and ongoing management
- Experience in community organizing, building working relationships with immigrant women groups especially parenting associations and other organizations, and familiar with anti-racism and anti-oppression models.
- Sustain in-depth familiarity with current developments in laws and policies regarding education, immigration, settlement and resettlement, diversity equity and inclusion

- Design, collect, and analyze data to assess community needs, to support program development efforts
- Identify opportunities for revenue generation and lead the development of funding proposals with support from Senior Management.

Programs Operations

- Set up advisory circle including champions and key informants
- Develop needs assessment tools based on Gender Based Analysis Plus (GBA Plus)
- Identify the systemic barriers using the GBA lens
- Oversee the collection of feedback from immigrant women of different wards regarding their priorities in educational and school board issues
- Ensure the smooth operation of projects during off site events with other stakeholders, lead project team, collaborate with stakeholders to achieve project deliverables
- Foster a work environment which upholds CultureLink's values of respect for all, providing high quality community programs, and continually learning to provide best practice programs
- Lead and facilitate in the recruitment process and onboarding of new employees, researcher and consultants
- Set performance parameters, monitor individual achievements, support and mentor team members and conduct performance appraisals
- Mentor, support and develop the team members through coaching and direction on training & development opportunities
- Liaise with external consultants and subject matter experts to build service agreements based on project deliverables and continuous monitoring to ensure deliverables are met as agreed upon
- Identify and coordinate agency wide professional development and training activities
- Manage physical resources and maintain accountability
- Ensure appropriate tracking of program activity, implement a quality assurance framework and maintain data integrity
- Prepare and compile program reports as required

Relationships Management

- Represent CultureLink to program stakeholders, in collaboration with Senior Leadership
- Maintain excellent relationships with community groups, funders and other stakeholders
- Implement strategic ideas and initiatives for ongoing enhancement and expansion of services
- Outreach to stakeholders who can provide insight for program development

Financial Management

- Effectively administer the financial budget and maintain best practices in expense management
- Working with the Senior Manager and Finance Director, contribute to the annual budgeting process for special programs and projects, equipment and support services

Other Duties

- Any other duties as assigned by Senior Management

Required Competencies

- Physical demands: sitting at a desk and using a computer for 80% of the workday
- Non-physical demands: deadlines; variety of tasks
- Social/Emotional demands: teamwork; relationship/network-building
- Cognitive/mental demands: attention to detail; multitasking; organizational ability/time management, adaptability, sound judgement
- Ensuring Organizational Capacity

Skills/Qualifications

- Graduate degree, preferably in Community Development, Social Work, Psychology, Education, or Management or a combination of equivalent experience in relevant area and education
- A minimum of 5 years of experience in program management preferably in similar work settings
- Demonstrated skills working with multiple operations within tight timelines
- Excellent understanding of Gender-based Analysis Plus
- Good grasp of the School Board voting procedures
- Good experience in community organizing activities
- Sensitivity and understanding of diversity, inclusion and equity practices
- Experience working with projects involving social change, campaigning, community development in multicultural settings using different leadership practices
- Experience in a unionized environment is an asset
- Excellent written and verbal communication skills and utilizing social media
- Satisfactory Vulnerable Sector Screening within the past six months
- Fluency in languages other than English is an asset
- Must be authorized to work in Canada
- Well versed in anti-racism and anti-oppression models

How to Apply

Please submit your cover letter and resume to jobspd@culturelink.ca, quoting the reference number (CLNU-2024-04).

CultureLink works within an anti-oppression framework and is committed to equity. We value diversity and inclusion, and strongly encourage applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Upon request, CultureLink will provide accommodations for people with disabilities throughout the selection process.

This position will be posted until it is filled. We will be reviewing applications as they are submitted. We thank all candidates for their interest and advise that only those selected for an interview will be contacted.