

LANGLEY COMMUNITY SERVICES – JOB POSTING SIS 20-10

Job Title:	Program Manager
Department:	Settlement & Employment Services
Start Date:	Nov 1, 2020
Salary:	Hourly rate (\$34.52-\$38.60) – depending on qualifications and experience
Hours:	Part-time – 20 hours per week

Job Summary:

Supervise, manage, and support all programs and staff of the Settlement and Employment Program

Key Duties and Responsibilities:

- ❖ Supervise and support program staff to ensure program goals are being met through day-to-day tasks.
- ❖ Conduct one-on-one client assistance meetings, group facilitation, employment workshops and client support where and when needed
- ❖ Build and maintain an effective team for service delivery.
- ❖ Prepare proposals, funding applications, interim and final reports, program curriculum and support staff in these tasks.
- ❖ Ensure contractual obligations for all program funders and partners are met.
- ❖ Oversee program budgets.
- ❖ Oversee and conduct program evaluation and outcome measurements for all programs.
- ❖ Ensure annual work plans are developed, monitored, and modified appropriately.
- ❖ Work with staff to develop communication and marketing strategies to inform and attract potential clients.
- ❖ Oversee and maintain collaboration and partnerships with other community organizations.
- ❖ Conduct hiring as needed, with the support of HR Manager and Executive Director.
- ❖ Ensure that all staff within the program have the support and resources needed to reach program outcomes.
- ❖ Provide adequate training for program staff, practicum students and volunteers.
- ❖ Coordinate regular team meetings.
- ❖ Conduct staff evaluation annually or as needed.
- ❖ Address any programmatic or human resource issues as they arise.
- ❖ Participate in LCSS committees and staff meetings.
- ❖ Engage in professional development, as appropriate to the position, and support the development of others.

Additional required Duties:

- ❖ Promote Langley Community Services Society (LCSS) Settlement and Employment programs for public education through community workshops, promotional events, job fairs and other avenues, as appropriate.
- ❖ Participate in meetings and training organized by the Associations and by other organizations, as appropriate and requested by Executive Director.
- ❖ Engage in effective networking and build partnerships with other service providers and community organizations.
- ❖ Keep Current of government policy changes affecting clients and inform staff.

Qualifications, Experiences and Abilities:

- ❖ A minimum of a bachelor's degree within the social service field/or 5 years of related experience will be considered
- ❖ A minimum of 5 years' experience in program management and supervision.
- ❖ Experience in Settlement and employment services for newcomers
- ❖ Experience working with Federal, Provincial Funders and other contracts
- ❖ Proven proposal writing Skills
- ❖ Knowledge of current legislation and policies affecting the sector
- ❖ Demonstrated knowledge in both unionized and non-unionized environments
- ❖ Ability to work effectively, both independently and in a team
- ❖ Excellent communication, organizational, and leadership skills
- ❖ Experience in developing marketing strategies and materials
- ❖ Strong written and spoken English language skills
- ❖ Ability to work in a fast-paced, rapidly changing environment
- ❖ Effective computer skills (Word, Excel, PowerPoint, Web applications)
- ❖ Experience working in the non-profit sector

Additional Information:

- ❖ Criminal Record Check required
- ❖ Valid Drivers' License and use of personal Vehicle is required.
- ❖ Mileage is paid where driving for work performed is required. Mileage is not paid for to and from work site for start and end of shift purposes.
- ❖ Work outside of normal office hours maybe required. (evenings and weekends)
- ❖ This position is excluded from Union Membership.

TO APPLY:

Please reply by **October 18th, 2020** with Cover Letter and Resume, quoting Posting Number **SIS 20-10** to:

Langley Community Services Society
Attention: Mary Tanielian,
Senior Manager of Settlement and Employment Services
5339 – 207 St, Langley, BC V3A 2E6
Email: mtanielian@lcss.ca

Please note that only persons selected for an interview will be contacted