



JOB POSTING

Position Title:	Program Manager, Youth Leadership
Key words:	Community, Engagement, Development, Building, Business, Indigenous, Relations
Job/Hours:	1-year Full-Time Contract (37.5 hours per week), 3-month probation, with opportunity for renewal
Compensation	\$50,000 - \$60,000
Closing Date:	March 9, 2018
Organization:	Aboriginal Sport and Wellness Council of Ontario
Division:	Youth Leadership and Mental Health Program
Work Location:	Head office: 1090 Aerowood Drive Unit 1A, Mississauga, ON, L4W 1Y5

Background: The Aboriginal Sport & Wellness Council of Ontario (ASWCO) is the Provincial/Territorial Aboriginal Sport Body (P/TASB) for Ontario. ASWCO serves and provides for more than 130 Aboriginal communities and 29 Friendship Centers and those living in rural and urban settings, encompassing approximately 300,000 Aboriginal Peoples across the Province.

In 2017, ASWCO received funding from the Ministry of Tourism, Culture and Sport to launch a program focused on leadership, youth, and community. In May 2017, ASWCO launched the Youth Leadership and Mental Health Program (YLMHP).

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Job Summary: The Aboriginal Sport and Wellness Council of Ontario (ASWCO) has developed an Indigenous Youth Leadership Project. We are searching for a Program Manager, Youth Leadership, who will provide leadership to the program and staff working within it.

This new role will report to the ASWCO Director of Engagement, Operations and Policy and Senior Manager, Programs and Operations. The Program Manager, Youth Leadership will manage key tasks, including: management of youth leadership employees, program development, implementation and review, stakeholder relations, communications and event oversight to name a few.

RESPONSIBILITIES

- Develop and maintain strategic relationships with government officials, community partners and staff.
- Assist in the negotiation and renewal of applicable agreements and ensure that the program operates in compliance with the terms of agreement.
- Maintain two-way, consistent communication with key personnel and stakeholders.
- Support community and partner projects in various capacities.
- Administration writing and strategic planning, to ensure continued program development, issues management and information sharing

- Train, support, and execute evaluations for part-time and summer students.
- Grant and proposal writing for new program funding.
- Personnel management, role delegation and capacity building.
- Ensure awareness of current issues and policies that may affect operations and further organizational growth.

EXPERIENCE:

- University degree, college diploma or work experience in a related field (i.e. Business Development, Project Management, Business Management, Business Administration, etc.)
- Minimum of 5 years progressive management/leadership experience in business development.
- Excellent interpersonal, communications, presentation, collaboration and relationship management skills to build effective working relationships with stakeholders, funders, community partners, colleagues and staff.
- An open and collaborative management style that promotes partnerships and builds trust.
- Excellent negotiation and customer relations skills, and the ability to adapt to the complex and changing human services, not for profit and government environments.
- Well-developed problem-solving skills to assess issues and implement or recommend effective solutions.
- Knowledge of learning programs and training.
- Understanding of equity, diversity and inclusion principles.
- Strong strategic thinking, planning and writing skills to develop and implement business development strategies and plans.
- Financial management skills to develop, manage and report on the business development.
- 3-5 years of related experience in communicating and working on programs with Indigenous Peoples.
- Understanding of non-profit governance, provincial government processes, and Indigenous cultural protocols.
- Indigenous cultural awareness and engagement experience.
- Familiarity with Indigenous issues, networks and organizations.
- Experience in developing and implementing community programs and strategies.

COMPETENCIES / PERSONAL ATTRIBUTES:

- Demonstrated Indigenous cultural knowledge and awareness.
- Ability to collaborate effectively with community leaders to build lasting relationships.
- Conflict management/negotiation skills.
- Strategic thinker with an ability to operationalize plans effectively.
- Demonstrated ability to successfully achieve program initiatives.
- Excellent interpersonal skills.
- Ability to leverage existing and new relationships with various stakeholders.
- Strong facilitation skills.
- Strong project management skills.
- Demonstrated ability to explore and analyze complex issues and to prepare written evaluations and recommendations for executive management.



- Strong written and verbal communication in English is essential.
- Demonstrated project management skills with ability to manage key initiatives and budgets simultaneously.
- Knowledge of completing program reports; collecting and analyzing statistics.
- Knowledge of Microsoft Office software.

WORKING CONDITIONS

- Due to the dynamic nature of the situation there may be issues of access and mobility; adaptable living conditions;
- Ability to respond during non-traditional hours (i.e. late night or weekends) and long hours of work in a demanding context.

HOW TO APPLY

Resume with a cover letter are to be submitted by March 9, 2018 at 11:59 pm.

Please submit your application to:

TC Vardalos
Aboriginal Sport and Wellness Council of Ontario
1090 Aerowood Drive, Mississauga ON, L4W 1Y5
Email: tc.vardalos@aswco.ca
Fax: 905-412-0325

Start date: Immediately