

Job Profile

Job title	<i>Youth Programs Manager</i>
Reports to	<i>Executive Director</i>
Department	<i>Youth Programs</i>

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work (Certified!).

Who YOU are?

As the Youth Program Manager, you are an integral part of the SIA team and bring your passion for team building and creative programming for youth. You will build and support a collaborative team who provide a safe and engaging learning environment for diverse youth clients. Your position will be integral in maintaining SIA's positive work culture and offering innovative and client driven youth programming. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for the community.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let anything prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working mostly in the office but some of the time from home through several virtual means such as Zoom and Microsoft Suite.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Position Details

Hours

37.5 hours per week

Salary

\$60,000 - \$65,000 annual salary depending on experience & qualifications.

Benefits

Eligible for Benefit Plan after 3 months and eligible for Group Registered Retirement Savings Plan (GRSP) after 6 months.

Contract Length

December 19, 2022 – March 31, 2023 (with possibility of extension).

Deadline to Apply

November 30, 2022

Purpose

This position is responsible for the overall management and administration of all of the youth programs. This manager supervises the employees working under the youth programs and monitors their progress in achieving program objectives and reporting requirements. This position is also responsible for managing the youth program budgets, all reports and proposals, and communicating with program funders on activities and outcomes.

In the absence of the ED, a Manager position may be called upon to be the Acting ED who is responsible for the day-to-day operations of the organization.

Duties and Responsibilities

Youth Program Management

- Supervise youth program employees with observation and check-ins by providing informal feedback and formal performance evaluations
- Approve the youth team's monthly timesheets, monitor actual hours, and sign off on them before they are shared with the Bookkeepers
- Participate in the hiring process whenever new youth program employees' positions are open and provide orientation and training when they start
- Organize professional development opportunities for youth program employees abiding within program budgets
- Manage the youth programs' budgets including spending, forecasting, and meeting all financial report deadlines
- Ensure all narrative and activity reports for the youth programs show demonstrated outcomes and share with the ED and funders before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to the ED, funders, and the Bookkeepers
- Contribute to the youth programs' proposal processes with both the written and budget compositions abiding by funding guidelines and regulations
- Oversee programming to make sure all activities are in line with funding and organizational expectations
- Review planned schedules, monitor planning processes, provide suggestions and support for innovation and creativity in the activities, and make sure the team communication is effective and consistent

Agency Related Duties

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by ED

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, Sociology, Political Studies, English Language Arts, International studies, or Psychology.

Experience

- 1-2 years' experience coordinating in the non-profit and/or settlement sectors
- 1-2 years' experience managing/supervising other employees
- An equivalent combination of education and work-related experience will be considered

Knowledge, Skills and Abilities

- Superior project management experience involving supervision of multiple employees
- Proven time management skills and ability to work under pressure
- Extensive knowledge of settlement sector and youth programming
- Strong administrative and financial management skills
- Excellent written and verbal communication skills
- Detail oriented with a high degree of accuracy
- Ability to work effectively in a culturally diverse environment
- Strong computer skills with the ability to use all of the Microsoft Office 365 Suite
- Excellent interpersonal and leadership skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

Requirements of Employment

- Criminal record check
- Access to high-speed internet at home
- Proof of COVID vaccination(s)

Direct Reports

Youth Team Lead
ConnectED Youth Coordinators (3)
ConnectED Summer Youth Coordinators (3)
ConnectED Teen Employment Counselors (2)

How to apply

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to jobs@saskintercultural.org

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you.

All the best!