

Job Profile

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

Position Details

Hours

37.5 hours per week

Salary

\$68,000-\$78,000 per year

Contract Length

May 16th, 2024 – March 31st, 2025 (with possibility of extension)

Deadline to Apply

Friday May 3rd, 2024

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 extremely passionate about **CULTURE** and we are also a Great Place to Work.

Who YOU are?

As the Employment Programs Manager and a part of the Leadership team, you are an integral part of the SIA team and bring your passion for supporting team members and facilitating and providing career development to our clients. You will provide support and mentor members of the employment team and help them facilitate high quality employment programs and services to Newcomers and Indigenous people. 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 Newcomers and Indigenous people.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities and we are utilizing all kinds of alternative methods in delivering our programming. SIA is a supportive and flexible employer that works with you to make sure you have the best environment to do your work. This position serves Saskatoon and surrounding area so there will be online and in person requirements.

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.

Job Purpose

This position is responsible for the overall management of the employment programs. This manager supervises the employees working under the employment programs and monitors their progress in achieving program objectives and reporting requirements. This position is also responsible for managing the employment 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

Employment Program Management

- Supervise employment program employees with observation and check-ins by providing informal feedback and formal performance evaluations
- Receive employment programs' monthly timesheets, monitor actual hours, and share with the ED and Bookkeeper
- Participate in the hiring process whenever new employment program employees' positions are open and provide orientation and training when they start
- Organize professional development opportunities for employment program employees abiding within program budgets
- Manage the employment programs' budgets including spending, forecasting, and meeting all financial report deadlines
- Ensure all narrative and activity reports for the employment 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 Bookkeeper
- Contribute to the employment programs' proposal processes with both the written and budget compositions abiding by funding guidelines and regulations

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 the ED

- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- 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

- A degree in a related field; Business, Public Administration, Communications, or Social Sciences
- Training specific to leadership or management is considered an asset

Experience

- 3-5 years' experience in program management, preferably in the non-profit sector
- 3-5 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/employment sector and local labour market
- Strong administrative and financial management skills
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software
- 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

Requirement of Employment

- Clear criminal record check

Direct Reports

Employment Team Lead
Mentorship Program – Program Coordinator
Mentorship Program – Work Placement Coordinator
LITE Program – Employment Coordinator
LITE Program – Work Placement Coordinator
E4E Program – Program Coordinator
E4E Program – Employment Coordinator
E4E Program – Instructors (2)
E4E Program – Childcare Workers (2)
PACT Program – Program Coordinator
PACT Program – Work Placement Coordinator
CareerNet Program – Employment Coordinator



CareerNet Program – Mentoring Coordinator
CareerNet Program – Employment Counsellors (2)
B2E Program – Employment Coordinator
B2E Program – Work Placement Coordinator



Any positions in the employment department will be directly supervised by this Manager position.