



# Program Manager

## What does a program manager do?

LOVE BC is a small, dynamic, youth-driven organization that supports young people, using an anti-oppressive lens to deliver our media arts, leadership, and violence prevention programs. We are seeking a full-time Program Manager (PM) who is creative and high energy to lead the program team and to continue to build and expand on our successful programs.

The PM position is critical to the success of LOVE BC. The person must have a strong anti-oppression analysis; understand the intersectionality of privilege and oppression; and be able to connect particularly with Indigenous, newcomer, youth of colour and LGBTQ2S+/ non-binary youth, to ensure they feel safe, included and connected to the LOVE space and programs. The PM must be highly organized and excellent at networking and building connections in the community. The PM needs to have proven strong youth facilitation skills, particularly working with youth facing multiple barriers, and extensive experience supporting and training other facilitators (both youth and adult). The PM also needs to have excellent program planning, implementation, and evaluation skills.

Working with LOVE BC is more than just a job; it's a commitment to supporting young people – meeting them where they are at and facilitating their personal growth (as defined by them). The hours can be irregular and may sometimes require weekend work, and often include afternoon and evening work. While we strive for a 37.5 hours per week, days can be variable and often require flexibility.

LOVE staffs are passionate about engaging youth and supporting them to achieve their goals. If you think this sounds like you, we encourage you to apply.

*Note: LOVE BC's hiring practices reflect the communities we serve. We strongly encourage applications from Indigenous people, people of colour, and others facing systemic barriers to employment.*

**The Program Manager is accountable to the Executive Director and the LOVE BC's Board of Directors.**

## Requirements

- A degree or diploma in a related field (ex. Arts, Social Services) or relevant experience.
- A minimum of 2 years previous experience successfully and respectfully managing staff or volunteers
- A strong understanding of anti-oppression frameworks and how to create safe and inclusive spaces for all, particularly for youth who face multiple systemic barriers.
- A solid understanding of using a strengths-based approach and its numerous applications
- A minimum of 4 years practical experience in facilitation and training others in facilitation.



- Documented experience with curriculum development/modification, implementation and evaluation
- Strong planning, time management and communication skills (verbally and in writing)
- Peer-support/counseling training and experience
- Experience connecting with and being a role-model for youth, particularly Indigenous, newcomer, youth of colour, LGBTQ2S / non-binary youth to ensure they feel safe, included and connected to the LOVE space and programs
- Love of art mediums. Skills in traditional or digital art making mediums or music or theatre.
- Able to work weekdays, evenings with occasional weekend events.
- Valid First Aid/CPR certification and ASSIT or Non Violence Crisis Intervention Certification

#### **Asset Qualifications**

- Direct experience collaborating with members of different cultural communities
- Strong technical media skills (e.g., photography, journalism, film, etc.)
- A solid understanding and experience with motivational interviewing

#### **Areas of Responsibility**

##### ***Priority Area of Responsibility:***

- Support youth through crisis/difficult transitions and experiences; connecting particularly youth who identify as Indigenous, newcomer, or youth of colour; and creating a safe and inclusive space for young people.
- Support the Program Team, using collaborative models through training, problem solving, scheduling, visioning, etc.
- Network with community partners for the purpose of program expansion and exploring collaboration opportunities.
- Manage volunteers for the organization

##### **Programming:**

- Co-facilitate two LOVE programs (MAPs or Leadership)
- Assist in developing (updating/modifying) and evaluating all LOVE programming
- Responsible for the management and delivery of all LOVE BC programming.
- Primary contact and supervisor for all youth participants
- Collaborate with Executive Director to develop programming, project budgets and partnerships
- Maintain communication with all programming and project partners
- Maintain active relationships with youth in LOVE programs

##### **Fundraising/Community Development/Public Relations:**

- Establish new relationships with potential volunteers, donors and youth.
- Provide/ co-facilitate outreaches to the community and to partner agencies
- Liaise with partners, staff and youth to ensure youth leaders have adequate training to co-facilitate workshops and outreaches that fit their schedules and skill-sets.
- Support in LOVE & BYRC program collaborations

**Reporting:**

- Maintain accurate records for all programming and help develop and implement effective monitoring/evaluation methods
- Maintain accurate records and reporting for all youth
- Provide budget and expense information and recommendations

**Staff Management:**

Responsible for the co-management of program staff with the Executive Director. This may include organizing program staff meetings, seeking feedback from staff, assisting in the evaluation of staff, communication of expectations (e.g., submission of staff hours/invoices and expenses), and identifying appropriate new hires.

**Growth Planning:**

- Collaborate with the Executive Director on the program goals and needs for the future
- Evaluate programming and put forward recommendations to Executive Director and Board of Directors for future directions and changes

**Working Conditions**

Open (shared) office, casual working environment, team approach, flexible hours to accommodate attendance at weekend and evening events. Program travel is required to other locations.

**Salary**

\$42,900 – \$46,900 (based on experience) plus benefits after 3 months probation for 37.5 hours a week.

**Criminal Record Check**

As an organization working with youth, the successful candidate's position will be conditional on an acceptable criminal records check.

**Anticipated Start Date:** Tuesday September 24th, 2019

**To Apply:** Please forward a **PDF** version of your resume and cover letter to [jobs.lovebc@gmail.com](mailto:jobs.lovebc@gmail.com) with the subject line "**Program Manager Position**".

**Application closing date: Thursday September 5, 2019 at 5pm PT.**

Due to the volume of applicants, **only** individuals selected for interviews will be notified. Interviews will be held on Sat. September 14, 2019. Please do not contact LOVE BC to inquire about the status of your application.