

Saskatoon Food Bank & Learning Centre

Job Description: Creating Opportunities Strategy Program Manager

Job title	Creating Opportunities Strategy Program Manager
Reports to	Program Director
Hours	Monday to Friday, possibility of evenings and weekends required
Term	Permanent Full Time
Salary	Pay Band 6 (Management & Senior Professional): \$25.25 to \$32.68 /hr. (2024)

Job purpose

The Program Manager is responsible for the overall function, management, planning, and successful operation of the Creating Opportunities Strategy Program.

Duties and responsibilities

- Plan, implement, evaluate, and strategic direction of the Creating Opportunities Strategy
- Ensure the Creating Opportunities program is aligned with the values, mandate, vision, philosophy and overall strategic objectives of SFBLC
- Create and manage overall Program framework (including the attraction and recruitment of participants, individual action plans, curriculum, and evaluation methods)
- Supervise Creating Opportunities program staff
- Manage program budget, including monitoring and approving all budgeted project expenditures, as well as funder reporting and liaising. This includes strategic considerations around resource use and researching new funding sources.
- Collaborate with Program Director to develop and revise program policies and procedures (for example: intake process, attendance policy, participant binder, etc.)
- Collaborate with other SFBLC program managers and directors to determine how the Creating Opportunities Strategy can support, be supported by, and/or otherwise link with their initiatives
- Develop, maintain, and strengthen working relationships with health and social agencies/ programs in Saskatoon
- Ensure confidential record keeping

- Write reports on the project for the board, senior leadership, funders, and media, as necessary.
- Liaise with funder regarding program issues, concerns, and successes.

Other Duties:

- Contribute to an inclusive environment in which clients, staff, and volunteers are treated with respect.
- As required to contribute to the mission of the Saskatoon Food Bank and Learning Centre

Qualifications

- Post-secondary degree in Social Sciences, or equivalent knowledge and experience.
- Sound knowledge of program management principles and techniques.
- Experience with data analysis, budgeting, and reporting.
- Demonstrated knowledge of community development theories and practices.
- Some leadership experience at the management level in the community sector.
- Experience managing a team.
- Project management skills.
- Well-developed leadership and interpersonal skills.
- Cross-cultural awareness and understanding.
- Excellent verbal and written communication skills.

Competencies

Teamwork	<ul style="list-style-type: none"> • Highly developed leadership and interpersonal skills • Cross-cultural awareness and understanding • Thorough understanding of working with marginalized individuals, groups and communities • Sound analytical, problem solving and decision-making skills impacting customers, staff and community partners. • Ability to work in a collaborative, emergent and adaptive manner.
Leadership	<ul style="list-style-type: none"> • Excellent communication skills • Excellent written, verbal, presentation and communications skills. • Time management skills • Advanced conflict resolution skills • Strong ability to draw on various leadership styles and approaches to best serve the individual, organization,

	<p>circumstance, or situation; ability to engage, motivate and inspire staff.</p> <ul style="list-style-type: none"> • Ability to lead change management. • Ability to guide and support individuals and teams through high stress circumstances and to celebrate victories. • Dedicated to building cohesive, collaborative teams. • Committed to continuous learning; personal and professional growth for self and others • Identify and orchestrate professional development opportunities, education and training for staff.
Initiative	<ul style="list-style-type: none"> • Identifying and dealing with a variety of issues pro-actively and persistently • Seizing opportunities that arise to strengthen the organization and community. • Ability to draw upon skills and experience to place “pieces of the puzzle” together to address complex issues and improve opportunities and outcomes • Ability to see the big picture and envision the end result
Engagement	<ul style="list-style-type: none"> • Identifying, building, and maintaining innovative partnerships and initiatives • Promoting the values, work and mission of the SFBLC in a wide variety of situations and contexts • Enriching relationships with donors and sponsors, community-based agencies, volunteers, corporate, small business, schools, the faith community and the general public.
Analytical Thinking	<ul style="list-style-type: none"> • Understanding a situation by breaking it apart into smaller pieces or tracing the implications of a situation in a step-by-step way. • Organizing the parts of a problem, situation, etc., in a systematic way • Making systematic comparisons of different features or aspects • Setting priorities on a rational basis.

Working conditions

Most work will be done in an office environment.

- Fast-paced, flexible working environment

- An interdisciplinary team with people from diverse cultural and socioeconomic backgrounds.
- Highly collaborative work environment.

Physical requirements

- Work is performed in an office or environment and requires the ability to operate standard office equipment.
- Repetitive motion which includes substantial movements (motions) of the wrists, hands, and/or fingers.
- Must have visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, etc.

Direct reports

The following positions report to this position:

- Learning Pathway Facilitator
 - Workplace Experience Pathway Facilitator
 - Transitions Pathway Facilitator
 - Intake Coordinator
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