



Position: Program Manager

Located in Abbotsford, Compass is a Career Decision Making (CDM) program run by the Mennonite Central Committee BC (MCC) Employment & Community Development through funding from the province. Visit www.mccecd.bc.ca for program details.

Employment & Community Development - Mennonite Central Committee BC, (MCC)

MCC is the international relief, development and peace agency of the Mennonite and Brethren in Christ Churches in North America. MCC serves among people suffering from poverty, conflict, oppression and natural disasters. In British Columbia we support international relief and development efforts and we also have local programs, including Employment & Community Development. For more information about MCC, visit www.mcc.org.

Staff working in the Employment & Community Development Department are expected to exhibit a commitment to the MCC organizational culture, understand the issues faced by marginalized groups, respect and appreciate that all people have the right to access services in their local community, good verbal and written communications skills for participating in meetings, and writing reports, effective interpersonal skills relating to representing the organization to community agencies, flexibility and cooperative team approach to working relationships. Experience working with or knowledge of people dealing with unemployment and labour market transition is an asset.

Reporting Relationships

- Reports to and is accountable to the Director of Employment Programs on all matters
- Submits monthly program monitoring reports to Director of Employment Programs
- Works in collaboration with other program/project managers in ECD and partners in the community
- Cooperates in a timely fashion with ECD accounting staff for purpose of financial management
- Reports to the Ministry of Housing & Social Development and community partners as required
- Provides supervision to program staff and administrative support staff who in turn report to this position.

Program/Project Management

- Responsible for effective and timely project start-up as guided by ECD Project Start-up checklist including the effective and efficient use of facilities and resources
- Ensure consistent delivery of program and reaching of program targets/outcomes
- Submit monthly Project Monitoring reports to Director of Employment Programs and perform ongoing reporting requirements to funders and stakeholders/partners
- Undertake ongoing evaluation of program to ensure effective delivery to participants
- Proactively ensure that participant dispute(s) are resolved in terms of the ECD Dispute resolution procedure

Financial Management

- Prepare program operating budget and submit for approval to Director of Employment Programs
- Manage program expenses based on approved budget
- Work with ECD accounting staff in allocating expenditures and to prepare on-time reports for Service Canada
- On a monthly basis monitor the accuracy of accounting reports

COMPASS ~ Setting Career Direction

Human Resource Management

- Recruit suitable program staff in consultation with the Director of Employment Programs
- Ensure that staff files are secured and contain up to date prerequisite forms
- Orient, train, and supervise staff
- Evaluate staff in terms of the ECD staff evaluation policy and provide appropriate feedback
- Meet regularly with staff to review activity, discuss barriers, and set performance objectives
- Ensure that staff conflict is resolved in terms of the ECD Conflict resolution procedure

PR/Liaison/Communication

- Facilitate communication between immediate program staff and other program staff
- Maintain cordial and professional relations with funders, participants, partners, and constituency members.
- In consultation with agency's communication staff, design and implement marketing strategy to the satisfaction of funders, and in line with agency's policy
- Maintain and expand existing community partnerships and networks in cooperation with agency communication staff

Qualifications

- 1) Post-secondary education related to human development, economics, business management, or adult education
- 2) Current knowledge of the nature and dynamics of employment development
- 3) Work experience related to employment programs, community economic development, business development in the private, public or non-profit sector
- 4) Human resource management skills to recruit and supervise suitable staff for program delivery
- 5) Financial management skills to manage and account for a program/project operational budget
- 6) Communication skills as a public speaker, writer and team leader
- 7) Excellent interpersonal and team building skills
- 8) Computer skills for a networked environment
- 9) Excellent organizational skills



Funded in whole or part through the
Canada-British Columbia Labour Market Development Agreement