

PGS Program Director/Manager

The Program Director oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, financing, staffing, leading, and controlling program activities.

Primary Duties and Responsibilities

The duties of the Program Manager include some or all of the following:

1. Plan the program:

Assume the responsibility for programs already in progress
Develop new initiatives to support the strategic direction of the organization
For each program, develop and implement long-term goals and objectives to achieve a successful outcome
Develop a budget and funding proposals for the program
Evaluate the program, assessing its strengths and identifying areas for improvement

2. Organize the program

Ensure that program activities operate within the policies and procedures of the organization and complies with all relevant legislation and professional standards
Document program activities

3. Staff the program

In consultation with the Executive Director, recruit, interview and select well-qualified program staff
Ensure that personnel files for the program are properly maintained for confidentiality
Establish and implement a performance management process for all program staff
Engage volunteers when appropriate to the program with established volunteer management practices

4. Lead the program

Provide orientation and appropriate training to staff and volunteers
Provide direction, input and feedback
Communicate with all stakeholders to maintain support for the program
Maintain communication with the Executive Director and Administrator to ensure efficient program delivery
Coordinate delivery of services among different program activities to increase effectiveness and efficiency

5. Control the program

Report in writing to management and funders according to protocol and funding agreements
Ensure that the program operates within the approved budget and monitor and approve all budgeted expenditures. Report cash flow and variance to the Administrator on a monthly basis.
Prepare final reports to funders.
Provide sufficient information to the Administrator to have invoices generated and submitted within appropriate timelines
Identify and, with the Executive Director, take appropriate action to control the risks associated with various program activities

Report evaluation findings to the Executive Director and recommend changes when appropriate

Qualifications

Education

University degree in a related subject or experience in a similar organization

Knowledge, skills and abilities

Knowledge of program management

Ability to engage in fund-raising

Knowledge of groups with similar goals and objectives

Computer proficiency in word processing, simple accounting, databases, spreadsheets, email, internet searching.

Personal characteristics

The Program Manager will have competence in some or all of the following:

maintenance of ethical behaviour and business practices,

creation of positive working relationships with others

effective communication tools and techniques – speaks clearly, listens closely and writes comprehensibly

unique innovative techniques to create new opportunities

anticipation and response to partner organizations needs and requirements

cooperative and collaborative work to set goals, resolve issues and make decisions

decision-making at the leadership level

organization of schedule, and track progress including details of activities

problem solving, generating possible solutions and making recommendations and/or resolution of the problem

Experience

Some work experience in this or a related field recommended, ideally 3 to 5 years.

Working Conditions

Expected to work in the office environment but consideration would be given to a candidate who was geographically outside the Ottawa area

It would be understood that the Program Manager may be required to travel

Expected that the Program Manager would work a standard work week but may be required to work some evenings or weekends as part of a specific program

Wages

Consistent with training and experience:

A starting wage would be between \$48,000 and \$53,000.

There would be a six-month probationary period during which either party may terminate the employment agreement without blame.

Please submit your resume and cover letter by Feb 15, 2012 to pgsadmin@web.ca . Please understand that we are only able to respond to applicants selected for interviews.