



MacPhee Centre for Creative Learning

Program Manager

Position Title	Program Manager
Reports to	Executive Director
Work Location	50 Queen Street, Dartmouth, NS B2Y 1G1
Salary Range	\$32,000-35,000 + Benefits
Hours Per Week	40
Application Deadline	Monday April 23, 2018

About MCCL

MCCL empowers youth between the ages of 12-19 by connecting passion with purpose through the arts. Located in downtown Dartmouth, this community hub inspires creativity and confidence by offering free and unique programs in visual and performing arts, and technology in a safe and inspiring space.

By bridging the learning gap in those who are disengaged from traditional education, or with barriers to accessing creative learning, MCCL helps in the development of confidence, lifelong learning skills, an appreciation for the value in giving back to the community and increased potential for employment in our communities. We give NS youth a voice through the arts.

We achieve our mandate in 4 distinct ways:

1. After-school programming, facilitated by professionals in the creative industry.
2. Active collaboration with Junior and High Schools to create co-curricular learning opportunities.
3. Partnerships with kindred youth organizations to increase opportunities for youth; to become a hub for communication and outreach; and to maximize outcomes and use of resources.
4. Summer and March Break camps to continue the creative learning journey over the summer months.

Position Summary

The MacPhee Centre is a young charity that is working to engage and collaborate with a variety of stakeholders. Our mission is simple: help youth reach high school graduation through creative learning and provide access to *free* extra-curricular creative learning to youth ages 12-19. We're seeking an energetic individual to join our organization as Program Manager.

The MacPhee Centre's flywheel is beginning to turn. We are now firmly planted in Halifax's Non-Profit landscape; we are gaining recognition throughout the community as good collaborators and thought leaders; more youth and families are seeking us out and our 'brand' is being recognized more broadly than ever. The Program Manager will have the opportunity to creatively lead and build on these achievements.

In performing this role, you must be knowledgeable of a wide range of program development and community building best practices. You must also be able to evaluate issues and can relate effortlessly to all of our stakeholders including youth, school staff, parents and community program partners. Ideally,

you have an understanding of our community's current economic and social climate and recognize the issues that impact the growth and well-being of its youth and families. Moreover, you have experience in supporting youth.

Duties and Responsibilities

Program Management (60%)

- Provide overall management of programs including the planning, development, registration, execution and evaluation of programs both onsite and offsite.
- Implement and monitor appropriate key performance indicators for MCCL's programs to ensure goals and objectives are achieved.
- Build relationships and recruit youth to participate in programming, through school contacts (Principals, Teachers, Guidance councillors), as well as other partners, including IWK Mental Health and community service providers.
- Research and maintain costs associated with programs (for approval by Executive Director)
- Recruit, manage, and provide training to volunteers following the MacPhee Centre Volunteer Screening Protocol
- Oversee and manage program facilitators to determine scheduling and supply needs
- Compile statistics to validate program delivery including impact reports and student, volunteer and teacher feedback
- Assure program curriculum, facilitators, and experience quality for all youth, families, and partners
- Listen and provide support for youth participants.

Community Engagement (30%)

- Attend community events and meetings on behalf of MacPhee Centre.
- Encourage and support community collaboration with like-minded organizations and groups.
- Maintain content management systems database (SimplyCast) for all youth and youth related contacts
- Provide stories, photos and quotes from youth to be shared on newsletters and social media
- Prepare program related communications and promotion for program celebration
- Communicate and follow up with program participants, schools, and parents/guardians and other program related communications.

General Administration (10%)

- Coordinate snacks preparation for program participants
- Maintain facilities where programs occur to ensure tidiness and readiness
- Assist with preparing and managing program budgets and cost analysis
- Organize program materials and track inventory
- Provide other general office and event support as required

Qualifications

- Post-secondary education with an emphasis on recreation, education, youth work, community engagement, social work, and/or project management.
- Experience working for a non-profit or community organization
- Experience in youth development for youth ages 12-19
- Experience building relationships with youth and community
- Ability to work independently and as part of a team
- Effective communication skills with ability to relate professionally with stakeholders at all levels
- Excellent personal and written communication skills
- The ability to lead, motivate, and support others
- Familiarity with content management systems such as SimplyCast and/or Constant Contact.
- Results-oriented focus
- Flexibility and willingness to adapt to changing priorities
- Organization, detail orientation, and self-motivation
- Computer literate in MS Word, Outlook, Excel, and PowerPoint
- Capacity to work a variety of hours such as evenings and weekends
- Understanding of fine arts considered an asset
- Driver's licence and access to a vehicle considered an asset

If this is you, please forward your resume and a thoughtful letter explaining how your accomplishments and experience will meet the needs of the MacPhee Centre for Creative Learning. Applications can be emailed to employment@macpheecentre.ca, quoting the job title in the subject line.