



**Position Title:** Outreach Program Manager  
**Reports to:** Executive Director  
**Work Location:** 50 Queen Street, Dartmouth, NS B2Y 1G1  
**Salary:** \$41,000 plus benefits, salary will commensurate with experience and education  
**Hours Per Week:** 40  
**Application Deadline:** Friday September 3<sup>rd</sup>, 2021

### **About the MacPhee Centre**

The MacPhee Centre is a community that empowers youth to access their own individual creativity and a path to success. The MacPhee Centre 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 arts, music, videography, creative writing, 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, the MacPhee Centre 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 help NS youth find their voice through the arts. At the MacPhee Centre, we all take charge, and it is our home. We all work hard to maintain and create beautiful space so we can achieve our mission.

### **We achieve our mandate in 4 distinct ways:**

1. In-person and virtual programming facilitated by fine art 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**

As a predominantly white organization, MacPhee Centre wants to be intentional about representation in supporting the youth we serve. Over the past several years we have become dedicated in supporting marginalized communities. All staff and volunteers at the MacPhee Centre are working together on breaking barriers that perpetuate racism and oppressive environments. We are striving to create equitable opportunities for all. Our intention is to increase our capacity in supporting youth through representation and lived experience. *In an effort to honour our diversity and inclusion commitments, diversify and strengthen our organization preference will be given to Black, Indigenous, and People of Colour applicants.*

The MacPhee Centre's flywheel is beginning to turn. We are now firmly planted in Halifax's charity 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 Outreach Program Manager will have the opportunity to creatively lead and build on

these achievements. The Outreach Program Manager will oversee our programming outside our facility and build relationships with stakeholders including our work within Halifax and the Colchester region of the province.

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 (65%)**

- Provide overall management of programs including the planning, development, registration, execution, and evaluation of programs offsite including our work in the Portapique and surrounding area.
- Implement and monitor appropriate key performance indicators for MacPhee Centre's programs to ensure goals and objectives are being achieved.
- Build relationships to recruit youth to participate in programming, through school contacts – Youth Health Centre Coordinators, Guidance Councillors, Student Support Workers, Teachers, Principals – as well as other partners including IWK Mental Health and community service providers.
- Research and maintain costs associated with outreach programs (for approval by the Executive Director).
- Oversee and manage outreach programming in Colchester County, specifically in Portapique and surrounding areas.
- Oversee and manage outreach program facilitators to determine scheduling and supply needs.
- Organize and oversee programming with the IWK's Adolescent Intensive Services both on-site at 50 Queen Street and at the Garron Centre and Craigmore Facility.
- Create and facilitate programs with the IWK's Adolescent Services programs in collaboration with facilitators.
- 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 (25%)**

- Attend community events and meetings on behalf of the MacPhee Centre.
- Encourage and support community collaboration with like-minded organizations and groups.
- Cultivate, grow, and steward key stakeholder relationships.
- Compile and provide resource navigation to youth, at times introducing resources within and outside of the HRM and Colchester County.

- Formulate strategies and plans for the service delivery.
- Work collaboratively with staff team and community partners to determine the most suitable support resources for youth in our care.
- Work collaboratively with staff team to guide, plan and oversee all youth care assuring highest quality interventions.
- Knowledge and utilization of progressive youth care approaches.
- Commitment to the delivery of youth care through multi-disciplinary expertise.
- Serve as the first point of escalation to address youth complaints; work with staff to document, respond to, and resolve complaints.
- Gather first-hand information in communities for proactive engagement.
- Generate effective strategies to mobilize community engagement and youth participation in programming.
- Provide stories, photos, and quotes from youth to be shared on newsletters and social media.
- Create content for Facebook, Instagram, Twitter, and LinkedIn social media pages through collaboration with MacPhee Centre staff and volunteers.
- Prepare program MacPhee Centre related communications and promotion for program events.
- Communicate and follow-up with program participants, schools, and parents/guardians and other program related communications.

#### **General Administration (10%)**

- Assist with preparing and managing program budgets and cost analysis.
- Coordinate snacks preparation for outreach program participants, providing internal program support when necessary.
- Maintain facilities where programs occur to ensure tidiness and readiness alongside staff and volunteers.
- Organize outreach program materials and track inventory.
- Provide other general office and event support as required.

#### **Qualifications**

- Outgoing community leader who has their finger on-the pulse for what is happening in the community and wants to increase community engagement and participation in our programs
- Post-secondary education or equivalent life experience 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
- Demonstrated ability to coordinate and facilitate multi-faceted programming including but not limited to summer camps, workshops and evening programming
- Ability to adapt to a changing situation, solve problems, and think creatively
- A self-starter with a high level of motivation and an ability to thrive with minimal supervision
- Experience in youth development for youth ages 12-19
- Experience building healthy relationships with youth and community
- Knowledge of trauma informed practices and knowledge of harm reduction principles
- 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
- Results focused with the ability to work independently to meet individual and team goals

- Flexibility and willingness to adapt to changing priorities
- Organization, detail orientation, and self-motivation
- Capacity to work a variety of hours such as evenings and weekends
- Understanding of fine arts considered an asset
- Good knowledge of Microsoft Office programs, and comprehensive working knowledge of communication, website and social media platforms and principles
- Familiarity with content management systems such as InfusionSoft and/or Constant Contact
- Driver's licence and access to a vehicle

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. We encourage interested applicants to self-identify and email their applications to **employment@macpheecentre.ca**, quoting the job title in the subject line.

If you have any questions please contact Heather MacDonald, Executive Director, at (902) 469-2851 or **heather@macpheecentre.ca**.

*The MacPhee Centre strives to honour inclusive hiring practices regardless of gender, race, religion, age, disability, or sexual orientation. We offer an environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We are a youth-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of youth in our programs.*