



MacPhee Centre for Creative Learning

Position Title: Programs Manager and BIPOC Programming Lead

Job Type: Full-time, Permanent

Reports to: Executive Director

Salary: Salary will commensurate with experience and education, plus benefits

Hours Per Week: 40

Start Date: May 16

Application Deadline: Friday, April 16, 2022

Location: Dartmouth, NS

Designation: African Nova Scotians

About the MacPhee Centre

MacPhee Centre for Creative Learning is a non-profit organization that supports youth between the ages of 12-19 to access their own individual creativity and a path to success 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 for those who are disengaged from traditional education, or with barriers to accessing creative learning, the MacPhee Centre is a space where youth develop confidence, lifelong learning skills, an appreciation for the value in giving back to the community, and increased potential for employment.

We achieve our mandate in 4 distinct ways:

1. In-person and virtual 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 resource
4. Summer and March Break camps to continue the creative learning journey over the summer months.

MacPhee Centre's flywheel is beginning to turn. We are now firmly planted in Halifax's charity landscape; more youth and families are seeking us out and we are gaining recognition throughout the community as good collaborators and thought leaders. The Programs Manager and BIPOC Programming Lead will have the opportunity to creatively lead and build on these achievements.

Position Summary

MacPhee Centre has identified a need to connect with and serve the Black and other communities of colour better. To do this authentically, we are seeking a Programs Manager who will focus on the BIPOC (Black, Indigenous and People of Colour) community to join our team. If you are an African Nova Scotian who believes in youth's potential and are passionate about building relationships and being part of creating positive change, we want you.

Duties and Responsibilities

Program Management (70%)

- Lead MacPhee's service delivery within the BIPOC community as per the organization's mission, vision, and values, and strategic plan. The successful candidate will provide overall management of BIPOC programming including the planning, development, execution, and evaluation
- Build relationships within the BIPOC community and foster collaboration
- Recruit youth to participate in programming through MacPhee's already existing means such as school contacts and community service providers, and new innovative approaches developed or proposed by the candidate
- Assure quality program curriculum, facilitators, and experience for BIPOC youth, families, and partners
- Listen and provide support for BIPOC youth participants
- Facilitate workshops, promoting leadership, and guiding BIPOC youth to reach their goals
- Compile statistics to assess and improve program delivery including impact reports and student, volunteer, and teacher feedback

Community Engagement (20%)

- Create and execute a robust engagement plan to deepen MacPhee Centre's engagement within the BIPOC community
- Attend community events and meetings on behalf of MacPhee Centre
- Encourage and support community collaboration with like-minded organizations and groups

General Administration (10%)

- Maintain facilities where programs occur to ensure tidiness and readiness
- Prepare and manage program budgets and cost analysis
- Organize program materials and track inventory

Qualifications

- Passionate about helping BIPOC youth achieve their full potential
- Outgoing African Nova Scotian community leader who has their finger on-the pulse for what is happening in the community and wants to contribute to MacPhee Centre's service to the BIPOC community by improving community engagement
- Knowledgeable on a wide range of program development and community building best practices
- Ability to evaluate issues and relate effortlessly to all stakeholders including youth, school staff, parents, and community program partners
- Results focused self-starter
- Ability to lead, motivate, and support others
- Knowledge of trauma informed practices and knowledge of harm reduction principles
- Post-secondary education or equivalent life experience with an emphasis on recreation, education, youth work, community engagement, social work, and/or project management
- Ability to adapt to a changing situation, solve problems, and think creatively

- Flexibility and willingness to adapt to changing priorities
- Capacity to work a variety of hours such as evenings and weekends
- Good knowledge of Microsoft Office programs, and comprehensive working knowledge of communication, website and social media platforms and principles
- Experience working for a non-profit or community organization
- Understanding of fine arts considered an asset
- Driver's license and access to a vehicle considered an asset

If this is you, please forward your resume and a thoughtful cover letter explaining how your accomplishments and experience will help MacPhee Centre meet the needs of BIPOC youth. We encourage interested applicants to self-identify. Applications can be emailed to employment@macpheecentre.ca, quoting the job title in the subject line.

If you have any questions, please contact Sharon Ishimwe, Executive Director, at Sharon@macpheecentre.ca or (902) 989-2952.

The MacPhee Centre strives to honour inclusive hiring practices regardless of gender, race, religion, age, disability or sexual orientation. This position is designated with the intent to hire a qualified individual from those who self-identify as African Nova Scotians to fill an existing and urgent gap.