



MacPhee Centre for Creative Learning

Position Title: **Programs Manager**
Job Type: Full-time, Permanent
Reports to: Programs Director
Salary: \$52,000
Benefits: Extended health care
Hours/Week: 40 (*may include some evenings and weekends*)
Start Date: Tuesday, January 16, 2024
Location: Dartmouth, NS & various locations in HRM
Application Deadline: Thursday, January 04, 2023

We encourage interested applicants to self-identify. *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 gap.***

About the MacPhee Centre

MacPhee Centre for Creative Learning is a non-profit organization committed to building a world where every young person can rise to their full potential and achieve greatness. We are dedicated to fostering a vibrant community through world-class art programming, creating a safe and nurturing environment where every youth can explore, grow, and use their creativity to make a positive impact.

Position Summary

As a historically white organization, MacPhee Centre wants to be intentional about representation in supporting the youth we serve. Over the past couple of years, we have dedicated our efforts in supporting marginalized communities. All staff and volunteers at the MacPhee Centre are working together to break 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.

MacPhee Centre also provides creative arts programming at over 25 different locations across HRM such as schools and other community-based organizations.

As the Program manager in charge of Outreach and our BIPOC portfolio, you will have the opportunity to creatively lead and build on these achievements as you oversee our programming outside 50 Queen Street and lead the BIPOC portfolio at 50 Queen.

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 relate effortlessly to all our stakeholders including youth, school staff, parents, and community program partners. Your understanding of our community's current economic and social climate and recognizing the issues that impact the growth and well-being of its youth and families will be an invaluable asset.

Duties and Responsibilities

Program Management (65%)

- Provide overall management of programs including the planning, development, registration, execution, and evaluation of programs offsite.
- Manage the BIPOC portfolio at the MacPhee Centre (50 Queen St, Dartmouth).
- 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 partners including IWK Mental Health and community service providers.
- Research and maintain costs associated with Outreach (with approval of Programs Director).
- Oversee and manage Outreach program facilitators to determine schedule and supply needs.
- Organize and oversee programming with IWK's Adolescent Intensive Services (AIS) both on-site at 50 Queen Street and at the Garron Centre and Craigmore Facility.
- Compile statistics to validate program delivery including impact reports and student, volunteer and teacher feedback.
- Listen and provide support for youth participants, facilitators, families, and program partners.

Community Engagement (25%)

- Attend community events and meetings on behalf of 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.
- Provide stories, photos, and quotes from youth to be shared in various collateral materials including grant applications and reports, and for social media (Facebook, Instagram, LinkedIn).
- Prepare program related communications and promotion for program events.
- Communicate and follow-up with program participants, schools, 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.
- Organize Outreach program materials and track inventory.
- Maintain facilities where programs occur to ensure tidiness and readiness alongside staff and volunteers.
- Provide other general office and event support as needed.

Qualifications

- Outgoing community leader who has their finger on-the pulse for what is happening in the community and wants to increase community engagement with participation in our programs.
- Post-secondary education or equivalent life experience with an emphasis on education, youth work, community engagement, social work, recreation and/or project management.

- Understanding of fine arts and/or a personal creative practice.
- Demonstrated ability to coordinate and facilitate multi-faceted programming for youth 12-19 years including but not limited to summer camps, workshops and evening programming.
- Knowledge of trauma-informed practices and harm reduction principles.
- Experience building healthy relationships with youth and community.
- Experience working for a non-profit or community organization.
- 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.
- Effective verbal and written communication skills; able to relate professionally with stakeholders at all levels.
- 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.
- Driver's license and access to a vehicle considered an asset.

If this is you, please forward your resume and a thoughtful cover letter to **employment@macpheecentre.ca** by 11:59pm, Thursday, January 4.