

Programs Manager – Settlement (Maternity Replacement) **Job Description**

Department: Administration

Position Summary:

Reporting to the Executive Director, the Programs Manger provides leadership for managing all aspects related to the implementation and administration of WEST. Ensure the appropriate allocation of organizational and financial resources, negotiate contracts with suppliers, assist with managing project budgets and ensure timely completion of all deliverables and reporting requirements in assigned projects. Maintaining and developing partnerships with existing and potential stakeholders. The Programs Manager will ensure a smooth transition and seamless delivery in other previously held positions through training, support and mentoring. Coordinate, oversees, and evaluate all deliverables outlined in all project contracts and is responsible for monitoring services to ensure quality of delivery and maintaining statistical records and data to ensure contract requirements are met.

Specific Duties and Responsibilities

Strategic Management duties & responsibilities:

- To support the Executive Director in continuing the legal and corporate existence of WEST through meeting legal requirements of business affairs; adopting/revising bylaws and ensuring operation within them; and adopting policies which determine the purpose, governing principals, functions, activities, and courses of action of WEST
- To assist the Executive Director in the development of a public and community relations program that appropriately interprets the work of WEST, gives prestige to the organisation, and inspires confidence in its services.
- To assist the Executive Director in providing leadership to all staff in the interpretation of the Mission and Vision Statements while assisting to implement WEST Strategic Plan into direct services
- Provide leadership to staff members under his/her supervision and develop their skills and contributions through coaching, training and performance management

Policy administration duties & responsibilities:

- To provide written monthly updates to the Executive Director on all programs and activities of WEST related thereto
- To ensure that existing tools of collecting and recording information meet funder requirements as outlined in the contracts for all programs and operations
- Liaises with the Director of Finance to ensure optimum and strategic use of funding

- Delegate tasks commensurate with staff members' roles and responsibilities, assisting them by providing guidance, oversight, and development opportunities Programs Manager Job Description 2023 Women's Enterprise Skills Training of Windsor Inc. 647 Ouellette Avenue, Suite 201, Windsor, Ontario N9A 4J4, 519-256-6621
- Evaluate program goals and objectives in line with WEST policies and procedures and IRCC guidelines.
- Regularly analyze and monitor contractual goals and obligations, as well as the budget, to report progress and status and to recommend improvements for review, approval, and implementation
- Interact with management, support services, and administration to coordinate service offerings and ensure resources are being optimized
- Develop and maintain effective working relationships with internal staff and external contacts, represent WEST at meetings and events as needed, and act on the agency's behalf with community partners
- Work with the placement staff to coordinate volunteer activities within the program

Finance duties and responsibilities:

- To assist the Executive Director in securing funding that will allow the continuation of ongoing services and initiation of new services
- Liaises with the Director of Finance to oversee and ensure all expenditures of corporate finances are based on approved budgets, ensuring that sufficient funds are available to meet the organisations objectives
- Other duties as assigned

Qualifications:

- University degree in a related area
- Bachelor's degree in business management, social work administration, or related discipline, or directly-related equivalent experience
- 5 years related social services experience, including recent direct supervisory experience
- Knowledge of the non-profit sector is considered an asset; in particular, familiarity with issues relevant to the immigrant service sector and of community programs/services serving immigrants and refugees
- Must be able to promote dialogue, collaboration and influence and empower others
- Demonstrable practical experience working with diverse groups and a variety of tools

Essential Skills:

- Exceptionally strong oral and written English and French communications skills
- Sensitivity to immigrants, women and under/ unemployed individuals.
- Proficient computer skills, along with the ability to analyze data

- Demonstrated sensitivity to the principles of building effective teams
- Proficient in the use of Microsoft Office, as well as email and internet skills
- Strong research, organizational, and interpersonal skills
- Ability to work independently, but also to work with teams

Apply in writing with a cover letter and resume to careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)