



Employment Opportunity
Program Manager - Operations - FTE (40 hours/week)
Closing Date: February 3, 2023

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth, and families. CBFY is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education (CBE) and Calgary Catholic School District (CCSD) to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies: goal setting, decision making, communication, continuous learning, and positive relationships.

About the position:

The Program Manager - Operations will be a visionary and innovative thinker who will implement project design strategies to oversee budgets, support development of projects and workflow design, and collaboratively ensure the successful implementation of CBFY programs. These programs will include the IRCC funded Programs (SWIS/ISSP/MRP), the United Way/FCSS funded After School program, the United Way funded Ukrainian Youth Support and Belonging Project, and any other programs offered within CBFY mandates. The Program Manager – Operations will collaborate closely with the CBFY Executive Team, other CBFY Managers and Supervisors, as well as sector partners and our two school boards, the Calgary Board of Education and Calgary Catholic School District, to support the settlement and integration of immigrant and refugee children, youth, and their families in Calgary. This position reports directly to the Director of Programs.

Scope of Duties and Responsibilities:

- In partnership with the CBFY Executive Team and other CBFY Managers, provide strategic vision & thought leadership to support CBFY programmatic objectives and the CBFY strategic plans.
- Collaboratively support project design and workflow, supporting CBFY staff as needed to ensure organizational goals and objectives related to program planning are successfully implemented.
- Establish and collaboratively oversee program budget implementation/controls with the CBFY Executive Team and other CBFY Managers.
- Collaboratively support/propose new projects as appropriate to clients' needs, including research, design, workflow, budgets, implementation timelines with CBFY Executive Team and other CBFY Managers, as well as engaging in consultations with other CBYF staff, volunteers, clients as appropriate and pertinent to the initiative(s).
- Collaboratively support and develop system changes/planning changes/programming changes to ensure program cohesion and enhance development of program initiatives and achievements.
- Oversee personnel allocation to the programmatic initiatives, regularly reviewing workload reports to support staff and personnel planning.
- Proactively identify issues and risks related to program implementation and collaboratively develop relevant course corrections or policy changes.
- Collaborate with the CBFY Executive Team and other CBFY Managers to develop program evaluation plans that include designing, tracking, and updating indicators of success for CBFY programs and services.
- Collaboratively contribute to the effective management and evaluation of programs, including program performance monitoring, monthly, quarterly, or annual reports as required.
- Manage the financial relationship between CBFY programs and the Finance Department, including establishing program-specific ongoing budget review processes and forecasts, approve appropriate purchasing requests, expense reports, reimbursement forms, etc., communicating collaboratively, timely and effectively with CBFY Executive Team and other CBFY Managers
- Collaboratively support the development, implementation, and success of technological strategies to enhance data collection and reporting within CBFY, including familiarity with digital management systems, report generation and analysis, and the abilities to suggest reasoned, innovative strategies that will improve client support as well as effective organizational operations.

- Collaboratively establish effective reporting to funders to meet their needs and accurately reflect the overall successful function of the organization.
- Support with hiring and supervision of administrative staff as appropriate, and with guiding frontline workers to successful implementation of programs as needed.
- Successfully represent CBFY as a strong partner with program sector agencies as well as community-based organizations, school boards and social service agencies
- Collaboratively support preparation of grant applications as appropriate
- Collaboratively support staff professional development initiatives as appropriate
- Collaboratively support volunteers and volunteer initiatives within the organization
- Represent CBFY in local, regional, and national committees providing expert advice, including speaking publicly for the organization when needed.

Occupational Health and Safety:

- Ensure to take all precautions to protect the staffs' health and safety.
- Ensure that staff work in accordance with the legislation.
- Ensure that staff are not subjected to or participate in harassment or violence.
- Advise staff of all known or reasonably foreseeable hazards
- Report OHS concerns.
- Cooperate with any person exercising duty under legislation.
- Comply with legislation.

Qualifications:

- Post-secondary degree(s) in the field of Education, Social Work, Human Services, or a related discipline
- 5 years minimum experience working in the non-profit sector.
- 5 years minimum experience in a leadership capacity
- Proven experience in effective project management
- Proven experience in people management and program budgeting
- Experience and knowledge working with diverse ethnocultural communities.
- Excellent writing and editing skills and experience with report and proposal/grant writing.
- Experience and knowledge of Microsoft programs including Word, PowerPoint, Outlook, and Excel
- Current Police check or willingness to obtain one prior to commencement of employment.
- Reliable transportation and a valid driver's license required.
- Fluency in another language other than English is considered an asset.

Please **submit** your resume and cover letter including salary expectations by February 3, 2023. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individual. Visit our website at www.cbfy.ca