



EMPLOYMENT OPPORTUNITY

Program Manager

The Native Women's Resource Centre of Toronto (NWRCT) is a community-based organization dedicated to providing resources and support to urban Indigenous women and their families. NWRCT delivers culturally relevant programs and services that empower and build the collective capacity and self-sufficiency of Indigenous women.

As part of the NWRCT team, the Program Manager will be responsible for braiding together the programs at NWRCT which seek to meet the urgent need for culturally informed interventions and preventative strategies that address the high incidences of violence, homelessness, poverty and trauma that Indigenous women and their families face in the Greater Toronto Area (GTA).

Responsibilities:

- Implement, coordinate and oversee NWRCT programs to effectively meet client needs
- Implement culturally informed interventions and preventative strategies that address the high incidences of violence, homelessness, poverty, and trauma that Indigenous women and their families face in the Greater Toronto Area (GTA)
- Create, monitor and align daily programming schedules
- Oversee NWRCT Program Staff to ensure work plan activities are completed and statistics are achieved and measured objectively
- Develop solutions to program challenges and seek direction from the Executive Director as required
- Provide guidance to Program Leads for program coordination, delivery and evaluation
- Continuously streamline internal processes to effectively manage data, staff and programs
- Develop, implement, coordinate and monitor an effective program evaluation tool
- Analyze client evaluations to modify programming, activities and work plans, if needed
- Compile, analyze and report accurate programming statistics

Qualifications:

- Post-secondary diploma/degree in social work, Indigenous studies, or women's studies with a minimum of three (3) years' work experience

- Must possess strong written and verbal communication skills
- Facilitation skills are an asset
- Strong organizational/time management skills with an ability to plan ahead, define measurable objective, outcomes and meet timelines
- Experience working with Indigenous Peoples and Communities is preferred
- Knowledge of Indigenous cultures, traditions, and family dynamics is preferred
- Knowledge of and established relationships with other service agencies, ability to network and create/maintain these relationships
- Proven analytical and problem solving skills
- Working knowledge of MS Office, internet, and general office equipment
- Current Police Record Check and Vulnerable Sector Screening are required
- First Aid/CPR certifications are an asset

Please provide a cover letter and resume to Sarah Midanik, Executive Director at ed@nwrct.ca. The posting will remain active until filled. Applications submitted after this date will not be considered.

NWRCT's opportunity for employment is non-discriminatory and in compliance with the provisions of the Ontario Human Rights Code and the City of Toronto's Anti-discrimination Clause.