



## **The CANDORA Society of Edmonton Position Description**

**Position:** Program Manager

The Candora Society of Edmonton is currently seeking a motivated, collaborative and forward-thinking leader for a newly created Program Manager position. Reporting to the Executive Director the Program Manager is responsible for programs across the organization which includes community development, child development and early learning, one to one support for individuals and families, and a variety of literacy, early intervention and prevention group programs. The Program Manager will work closely with other members of the Leadership Team and staff of the organization to help strengthen communication between program areas to enhance our wrap-around service delivery model.

This is a full-time permanent position (35 hours/week).

### **Who We Are**

The CANDORA Society is a community-based organization in N.E. Edmonton that works together with community residents to effect positive change in their lives and the community. The organization has a long history of grassroots community development that is built upon a participatory learning approach and relationship-based practice to help affect positive change in the lives of individuals, families and communities.

One of Candora's core values is a belief in diversity and inclusion. We believe that equality, equal access, respect, and justice are fundamental parts of our organization's fabric. To achieve this, we hire people of all racial and cultural groups, socio-economic backgrounds, genders, sexual orientations, and persons with disabilities.

### **Key Responsibilities**

- Provide ongoing supervision and support to a team of three Program Coordinators.
- Balance diverse program requirements and needs between adult and children's programs while working towards more fully integrated programming.
- Incorporate reflective practice model and build upon the strengths of our culturally diverse staff to further the development of our community engagement, and generalist wrap-around service delivery models.
- In conjunction with the Executive Director and Financial Manager, oversee budgets of multiple programs funded by diverse funders
- Participate in the development and implementation of Candora's Evaluation Framework.
- Coordinate the collection of statistics, evaluations, and reports.
- Assume a leadership role in proposal and report writing, program evaluation, documenting, analyzing and reporting the activities, outputs and outcomes of the work
- Build collaborative working relationships with Candora's community partners to help create staff development training opportunities, more seamless referrals and program integration for participants, and staff development training opportunities.

## Qualifications

- Degree or diploma in related human services field, or equivalent combination of education and experience in social work or community development (minimum 3 years in related work). For social work background, RSW designation in Alberta (if eligible).
- Strong interpersonal and team leadership skills with a commitment to strengths-based approach: in staff support and supervision, creating training opportunities and conflict resolution
- Knowledge of related community, housing, family and human services resources.
- Experience with early intervention and prevention programs an asset.
- Strong problem-solving skills with a focus on long-term, strategic solutions
- Demonstrated knowledge and intercultural experience in working with people of different cultural backgrounds, high needs and/or marginalized populations.
- Strong oral and written communication, organizational and time management skills
- Experience with MS Office computer applications and databases.
- Clear criminal record check and child welfare check.

Please apply by sending a cover letter and resume by mail or email to:

Valerie Cudmore, Executive Director  
#262, Riverview Crossing  
3210 118 Ave NW Edmonton, AB T5W 4W1  
Email: [val.cudmore@candorasociety.com](mailto:val.cudmore@candorasociety.com)

**This posting will remain open until February 7, 2019 or until a suitable applicant is found.**  
*Please note that only successful applicants will be contacted.*