

Position: Program Manager
Type: Full Time, 37.5 hours/week
Salary: \$45,000-50,000 based on experience, plus benefits
Location: Volunteer Alberta, Downtown Edmonton

Do you want to work in an upbeat and vibrant organization focused on social good? Are you interested in innovative and creative ways of reaching, diverse groups throughout the province providing services, sharing knowledge, and making connections? Are you at your best in a fast paced and productive work environment?

The Program Manager's work is focused on the management and delivery of programs and services that support the nonprofit sector in its capacity to take actions to increase their organizational resiliency and contribute to community wellbeing. This role supports the development of valuable programs and meaningful learning opportunities that benefit the entire sector. Furthermore, the Program Manager supports internal and external collaborative capacity building and nonprofit ability to apply current and emergent frameworks, methods, and tools for greater community impact. This position co-develops programs, services, and learning opportunities that support membership and expand external relationships. The Program Manager also supports the organization's fund development processes. This position works with staff teams to implement and evaluate programs and services, and report to stakeholders.

The Program Manager is accountable in the creation of proposals, reports, and analyzing research, data, and statistics in relation to Volunteer Alberta's programs and services. This position is responsible for developing strategic program and service relationships, partnerships, representing membership and the organization on provincial and national committees and boards, and liaising with stakeholders around external contracts. The Program Manager is required to behave in a professional manner, exercise good judgement, and demonstrate initiative to advance the work of Volunteer Alberta. This position must be able to work with a high degree of independence and accountability in a shifting environment as well as coordinate and prioritize multiple demands. The Program Manager will be responsible for internal and external relationship management to advance the work in this portfolio.

Volunteer Alberta staff and volunteers are a dynamic and fast moving team located in the historical Empire Building in downtown Edmonton. Volunteer Alberta offers our staff (after completing the probationary period) a comprehensive benefits package including health and dental benefits, three weeks' vacation, contributions towards an RRSP, monthly bus pass (if required), and an extended break during the winter holiday season. We also invest in the professional development of our staff and will work with you to develop a plan to grow your professional skills and abilities.

Primary Duties and Responsibilities

- Program responsibilities include:
 - Serving Communities Internship Program (SCiP)
 - Volunteer Screening Program (VSP)
 - Generative Conversations and Social Innovation
 - Learning Collaborations and Initiatives
- Work strategically with staff teams to develop programs and services, and corresponding proposals and reports.
- Develop and execute program delivery work plans for Volunteer Alberta programs/services
- Work strategically with appropriate staff and external stakeholders to negotiate and develop collaborative delivery agreements



Empire Building - Suite 609
10080 Jasper Ave
Edmonton AB T5J 1V9

P 780 482 3300
TF 1 877 915 6336
F 780 482 3310

 @VolunteerAB
volunteeralberta.ab.ca

- Coordinate program delivery to fulfill on deliverables to ensure obligations and timelines are met, liaising with the Controller
- Lead and co-create the development of program and service evaluation models
- Evaluate VA programs and services and report to stakeholders
- Review process research and data collection, and program trend monitoring/research
- Make recommendations for program and service changes based on evaluation, analysis, and research when required
- Lead and support organizational event planning as required
- Provide backup for Program Officers in taking next stage Volunteer Screening Program and Serving Communities Internship Program calls, as necessary
- Provide backup for learning delivery and VSP reviewing
- Support other Volunteer Alberta initiatives as required

Required Qualifications

- Post-Secondary degree/diploma in business, education, or other relevant field of study.
- Minimum of four years of related experience
- Project management, proposal writing, and program creation skills
- Evaluation experience
- Knowledge of the nonprofit/voluntary sector, client groups and/or related issues
- Interpersonal skills and the ability to build relationships
- Excellent written and verbal communication skills
- Excellent computer/technology skills (ex. MS Office, online Customer Relationship Management software)
- Strong organization skills and the ability to prioritize and manage multiple demands
- Ability to deal with ambiguity and be flexible to a changing environment
- Adaptability and ability to learn on the job, creative problem-solving, solution oriented
- Self-motivated, demonstrating creative problem solving, and a positive attitude
- High degree of accuracy and the ability to maintain confidentiality and discretion
- Must be eligible to work in Canada (i.e., citizen/landed immigrant)

Desirable Qualifications

- Experience using GoToMeeting or other online convening platforms
- Presentation and/or facilitation skills
- Event management skills
- Experience supervising staff
- Experience using Survey Monkey, online registration systems (Eventbrite), Google applications
- Research skills
- Experience working in a nonprofit/voluntary sector organization
- Experience as a volunteer

Application Deadline

September 25, 2017

Please email your resume and cover letter to volab@volunteeralberta.ab.ca RE: Program Manager position.

We appreciate your interest in Volunteer Alberta; only those who are selected for interviews will be contacted. Volunteer Alberta is an Equal Opportunity employer. Applicants must be legally entitled to work in Canada.



Empire Building - Suite 609
10080 Jasper Ave
Edmonton AB T5J 1V9

P 780 482 3300
TF 1 877 915 6336
F 780 482 3310

 @VolunteerAB
volunteeralberta.ab.ca