

Employment Opportunity
Urban Services Program Manager
George Gordon First Nation Off-Reserve Advisory Board Inc

George Gordon First Nation Off-Reserve Advisory Board Inc. (GGFNORABI) is currently seeking applicants for the position of the Urban Services Program Manager. Under the direction and supervision of the Board of Directors, they will play a vital role in the management of Wicehtowak Urban Services Program (WUSP) with specific focus on the creation and fostering partnerships with other community based programs and explore new initiatives and/or referral services for our Nations members. The Urban Services Program Manager will ensure that all operations are conducted within relevant legislation, policies and procedures and coordinate the development and implementation of all activities.

QUALIFICATIONS

- Bachelor's Degree or a relevant diploma - a combination of education and direct experience will be considered;
- Proven experience as a Program Manager or other managerial position, with the ability to lead a team to ensure successful programming is developed;
- Strong management skills;
- Thorough understanding of project/program management techniques and methods;
- Excellent knowledge of MS Office; working knowledge of program/project management software is a strong advantage;
- Outstanding leadership and communication skills;
- Excellent organizational, strategic planning and implementation skills;
- Acceptable Police Enhancement Check (CPIC);
- Working knowledge of employment, human rights and labour law.

PRIMARY RESPONSIBILITIES

- Provide support/capacity to coordinators and oversee all program operations;
- Ensure workplans remain on task;
- Report finances and documentation to funding agency and Board of Directors as requested and at Board meetings;
- Formulate, organize and monitor inter-connected projects;
- Develop and control deadlines, budgets and activities;
- Apply change, risk and resource management;
- Coordinate departmental programs such as meetings, seminars, workshops, special projects and events; community/event planning;
- Responsible for planning Urban Events (ie: Urban Christmas Party) and finding donations for such programming;
- Strong finance background;
- Knowledge of ACCPAC;
- Strong policy and procedures – drafting and implementing;
- Strategic planning;
- Seek opportunities to leverage additional funding for future program services;
- Develop high quality community partnerships and plans ensuring their alignment with the short-term and long-term objectives.

SALARY: Based on work experience, training and education

APPLICATION DEADLINE: February 2, 2018

Forward cover letter, resume, CPIC and three (3) references by email or fax to:

Email : frontdeskggdl@gmail.com Fax: 306-949-4249