

Employment Opportunity

Manager of Community Programs

Salary: \$62, 400 to \$69,000

Working at YWCA Banff

YWCA Banff is a community-based, feminist organization with over 100 years of experience in Banff and the Bow Valley. Governed by a volunteer Board of Directors, our organization shapes a safe, inclusive community that empowers women and their community in support of our vision of a thriving, equitable society. The primary role of the Manager of Community Programs is to provide day-to-day management of external-focused programming including outreach services for those experiencing domestic and/or sexual violence, Harmony Project coordination, community education and advancing primary prevention and fee for service initiatives.

A Day In the Life

Specific responsibilities include but are not limited to:

- Oversee the development and evaluation of community programs
- Support team with day-to-day service delivery, consultations, and programming queries
- Coordination of hiring, training, professional development, and supervision for direct reports
- Timesheets, overtime and time-off approvals for direct reports
- Participate as a member of the YWCA Banff management team
- Acting as back-up to the Director of Programs
- Work interdepartmentally to ensure clear client pathways and referrals across programs.
- Build and maintain strategic relationships to advocate for housing and shelter priorities.
- Ensure compliance with relevant programs' grant reporting requirements
- Manage expenses for relevant programs
- Track and report on budget variances monthly

Qualifications & Experience

The ideal candidate offers:

- Undergraduate level of education in community development, social work or a related field with 2+ years of supervisory experience.
- Prior experience working in the area of sexualized assault, domestic violence, or associated field.
- Experience engaging and mobilizing community partners and stakeholders to develop a community action plan

- Experience in staff supervision and program development based on best practices
- Experience reporting on government funding is an asset
- Experience in program evaluation is an asset
- Possess an understanding of the impact of domestic violence, sexualized assault and/or homelessness as well as the unique challenges faced by individuals and families working in the Bow Valley

Position Details

- Manager of Community Programs is a year-round position at 37.5 hours per week
- Salary Position with a range of \$62,400 to \$69,000
- Sick-time benefit

If you want work that will change lives, we want to meet you.

If you are interested in this role, please submit a cover letter and resume to through our ALETA Job Board: <http://surl.li/kylsfg>

To learn more about this opportunity or to request accommodation in the application process, please reach out to jobs@ywcabanff.ca

Applications will be accepted until January 10th, 2025

The YWCA offers a competitive benefits and compensation package with options for flexibility and encourages training and personal development for all employees.

YWCA Banff is committed to reflecting the diversity of our community and our field of work, in line with our commitment to building a thriving, equitable society for everyone. We celebrate diversity, recognizing it as both a strength and an advantage to our organization and community.

We encourage all qualified applicants to apply including women, persons with disabilities (seen and unseen), members of visible minorities, Indigenous Peoples, veterans, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

YWCA Banff strives to create a working environment that is inclusive, psychologically and physically safe and ensures everyone can be heard and valued for their contributions. YWCA Banff is committed to making any reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. To request an accommodation, please email jobs@ywcabanff.ca.