



JOB POSTING

Submit your application by Friday September 24th, 2021

TITLE: Program Manager

POSITION TYPE: Full time (37.5 hours per week)

SALARY AND BENEFITS: \$61,00 per annum plus benefits

LOCATION: Whitehorse, Yukon (consideration will be given to remote work in Yukon, NWT or Nunavut with the right candidate)

START DATE: October 15th, 2021

ABOUT US

NCGC's vision is to live in a world where equality, justice and sustainability are the motivating principles behind all our actions. Our mission was born out of the desire to provide educational opportunities and build a network of northern Canadians who want to make a local and global impact towards a just, equitable and sustainable world.

ABOUT THIS OPPORTUNITY

Reporting to the Executive Director, the Program Manager oversees the coordination and implementation of diverse and innovative global learning programs and opportunities at NCGC. They ensure effective design, development, and implementation of programs as well as other complementary projects, including those managed alongside our partners in the Inter-Council Network, Spur Change and Fund for Innovation and Transformation. A major component of this role is ensuring coordination between multiple programs, and that they align with NCGC's organizational goals. This includes ensuring gender equality, sustainable development and justice are at the heart of all of our programs. In collaboration with the Executive Director, the Program Manager will provide overall leadership in the design and delivery of NCGC programs, manage small teams, and coordinate with program participants, contractors and NCGC staff.

THE IDEAL CANDIDATE

The Program Manager will be an enthusiastic ambassador for NCGC, with experience and interest in global issues, with a strong commitment and demonstrated experience managing social justice programs to advance gender equality, and sustainable development. The incumbent will also bring expertise in writing detailed work plans,

monitoring and evaluating programs, and report writing. The program manager is a strong collaborator and innovator with a high degree of professionalism.

RESPONSIBILITIES

Program Management

1. Implement programming for the meaningful engagement and contribution of northerners, particularly youth as global citizens.
2. Ensure the delivery of programs and related activities, sharing leadership and delegating as appropriate.
3. Document, monitor and facilitate evaluation of programs.
4. Assist in the development and submission of all relevant program reports (e.g. Annual Work Plans, Mid-Year Reports and Annual Reports).
5. Contribute to regular and reliable reporting on programme risk management, compliance and accountability.
6. Using feminist values, provide consistent, supportive, and empowering supervision to program interns and staff.
7. Ensure the implementation of relevant organisational policies, such as environment, gender, and PSEA policies, throughout program activities.

Partnerships and Relationship Building

1. Build relationships and engage the public to foster positive awareness and involvement in NCGC programming and activities.
2. Liaise with NCGC partner organizations.
3. Assist in public engagement activities including workshops, webinars, event planning and organization.
4. Provide information and support to the Communications Manager to ensure the effective communications of NCGC's program activities.
5. Support the creation of new partnerships with like-minded groups and individuals.

Team Engagement

1. Operates as a collaborative and cooperative member of the NCGC staff team.
2. Contribute to the development of an inclusive, kind, respectful team where everyone holds power and every voice is heard.
3. Assist other team members with their work, as appropriate, and as part of a collaborative team model.

QUALIFICATIONS

- Minimum of 3 years program management and experience in the sector of international development or related field;
- Undergraduate degree in political science, international studies, Indigenous studies, journalism, gender studies, and/or a related discipline and/or experience.

SKILLS, ATTRIBUTES AND EXPERIENCE

1. Excellent writing, communication and interpersonal skills.
2. Solid understanding of the Canadian NGO community as well as government and donors involved in international assistance activities.
3. Demonstrated project and budget management skills.
4. Demonstrated supervisory experience in a multicultural environment, especially with youth.
5. Experience working in northern Canada and strong understanding of the northern Canadian context.
6. A commitment to gender equality, anti-racism, anti-oppression, and social justice.
7. Self-starter, takes initiative and works collaboratively as well as independently.
8. Familiarity with online collaboration and learning.
9. Experience in monitoring and evaluation an asset.
10. Overseas work experience in international assistance programs is an asset.

ESSENTIAL CONDITIONS

1. Ability to travel overseas and in Canada (post-COVID restrictions) from time to time.

If you feel that you would be a good fit for this role, but aren't confident you meet the listed skills and experience, we encourage you to apply anyway and outline in your cover letter how you would be a good match for the team.

NCGC is committed to principles and values of access and equity. We seek to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission.

All applicants must currently be eligible to work in Canada. We thank all applicants in advance; however only those selected for an interview will be contacted.