

Program Manager (2 Positions) **Permanent – 35 hours/week (Full-time)**

Catholic Family Services of Peel-Dufferin (CFSPD) is a non-profit, charitable organization reflecting the values consistent with Catholic social teachings. CFSPD is a dynamic, growing family service agency with offices in Mississauga, Brampton, Orangeville and Bolton. CFSPD is committed to providing a positive work environment for its employees and excellent services to its clients.

Position Summary

CFSPD is currently seeking a Program Manager who will be responsible for providing leadership to a portfolio of programs and projects. The incumbent will be responsible for the implementation, management, supervision and evaluation of those programs and projects. The incumbent will lead a team of staff, work collaboratively and nurture relationships with partners as required to ensure that services are in keeping with CFSPD's values and philosophy, its strategic directions and adhere to standards of excellence.

The Program Manager will also be responsible for creating, monitoring and maintaining budgets for their specific programs. The incumbent will represent the organization at various community events, projects and initiatives. As a member of the management team, the incumbent will participate in overall agency leadership and planning. The Program Manager reports to the Director of Programs. This position will be based in Brampton, Ontario however travel to other sites in Peel and Dufferin is required.

Responsibilities

- Provide leadership to the team to ensure high quality, inclusive, accessible, respectful and effective client-directed service.
- Oversee the effective operation of their respective programs and services, provide strategic leadership and assess the feasibility of all new programs and services in response to emerging needs in the community.
- Actively participate as a team member of the Management Team, which include responsibility for initiating, planning and evaluating over-arching agency client services, annual program operating plans, quality improvement processes, special projects and contributing to business planning.
- Participate in organizational strategic planning, implementation and evaluation.
- Work with Senior Management team and community partners to grow existing businesses and to develop new opportunities for expansion.
- Partner with internal staff to effectively implement program evaluation and metrics to monitor program effectiveness and ensure relevant program analysis to meet requirements for donor reporting.
- Coordinate collaborative community and institutional partnerships initiatives to ensure compliance with established agreements and protocols regarding service development and delivery, supervision, cost sharing evaluation and conflict resolution.
- Participate in the development and implementation of agency wide policies and procedure.

- Maintain current and up-to-date knowledge of community resources.
- Seek project funding and submit proposals to support new program initiatives and core funding applications.
- Perform other duties as assigned.

Qualifications

- Master's Degree in Social Work, Psychology or a related field required
- Registration (or eligibility for registration) within a regulated professional college (e.g. College of Social Workers, Psychologists or Psychotherapists) preferred.
- Minimum 3 to 5 years of program management experience.
- Program development and evaluation experience is an asset.
- Demonstrated knowledge and understanding of clinical models and current approaches in family service work, and of community development principles.
- Demonstrated ability to work effectively and maintain productive working relationships with diverse range of community partners.
- Experience in participating in collaborative projects or service models.
- Demonstrated experience in developing and writing funding proposals.
- Ability to work in a fast paced environment with changing priorities.
- Excellent verbal and written communication skills
- Exceptional leadership, critical thinking, relationship management, negotiation, decision making and problem solving skills.
- Understanding of Anti-Oppression and Anti-Racism Framework and ability to integrate it into leadership style.
- Strong computer skills in Microsoft office suite.
- A satisfactory Vulnerable Sector Criminal Records check.
- Valid driver's license, access to a reliable vehicle and relevant insurance.
- Ability to work flexible hours.
- Willing to work within a Catholic values framework

Why Apply?

We offer a comprehensive benefits package (pension plan, extended health, dental & insurance benefits) and generous leave provisions. Our organization also provides flexibility with work hours, work life balance and free parking.

How to Apply

If you are interested in the above opportunity, please send your resume and cover letter to humanresources@cfsdpd.com. Applicants will be reviewed on an on-going basis.

We thank all applicants for their interest in Catholic Family Services of Peel-Dufferin but we will only contact those selected for consideration.