

**JOB POSTING**

**DIRECTOR OF PROGRAMS – TERM POSITION**

The Ottawa Inuit Children’s Centre (OICC) is a multi service non-profit organization serving Inuit children and youth from birth to 13 years of age and their families. The Ottawa Inuit Children's Centre is dedicated to providing cultural, educational, and support services in a caring, respectful and collaborative environment that fosters strong and proud Inuit children and families.

**Position:** Director of Program

**Hours:** Full--time40 hrs/wk

**Salary:** $ (depending upon qualifications and experience)

**Term:**  end date: October 4th, 2013

**POSITION SUMMARY**

Under the supervision of the OICC Executive Director, the Director of Programs works closely with program managers to deliver high quality programs/services, ensure that all project deliverables and/or program goals are met, and support the vision and mandate of the OICC.

**Key Duties/Responsibilities:**

1. Supervise and direct all OICC project/program managers.
2. Provide leadership and support on all aspects of OICC projects/programs.
3. Work with staff in developing, locating, and organizing staff training and capacity building opportunities.
4. Provide constructive shadowing and on the job training to support staff development.
5. Provide individual coaching which supports staff and allows staff to talk through challenges or concerns with project/program activities, deliverables, and clients that promotes their growth as professionals.
6. Conduct one-on-one meetings with each staff member on a routine basis.
7. Ensure that project/program workplans are adhered to and all deliverables are met.
8. Develop funding proposals in collaboration with the Executive Director and OICC staff and BOD.
9. Provide monthly updates to Executive Director on status of current projects/programs, activities, and resources.
10. Meet all evaluation and reporting requirements including overseeing quantitative and qualitative data collection and analysis (i.e. maintaining project statistics, meeting project targets, creating surveys).
11. In collaboration with OICC staff, develop, review and revise project/program policies and procedures when required.
12. Ensure compliance with all project/program policies and procedures; make recommendations for revisions/updates to the Executive Director and Board of Directors as required.
13. Ensure that all reports are completed and submitted on time as required by the funder(s).
14. Represent the OICC in communications with the funder(s) when required.
15. Assist project/program managers in managing their budget.
16. Assist in the development of budgets for new projects/programs.
17. Monitor project/program budgets and provide quarterly updates to the Executive Director.
18. Comply with all policy and procedures of the OICC, including OICC Standards of Professional Conduct and Oath of Confidentiality.
19. Demonstrate solution-based problem-solving and effective conflict resolution.
20. Demonstrate sensitivity to the needs of children and families in the program.

**QUALIFICATIONS & REQUIREMENTS**

* Inuit descent preferred.
* Experience working with Inuit or Aboriginal communities an asset.
* Excellent knowledge of Inuit and non-Inuit community services and supports.
* Knowledge of Inuit culture and traditions.
* Fluency in Inuktitut an asset.
* Knowledge of and sensitivity to the needs of Inuit children and families.
* Five years project management experience.
* Effective leadership skills with the ability to motivate individuals to develop priorities and effectively manage projects.
* Experience in effectively managing and supervising full and part time staff.
* Strong organizational skills, program evaluation, fiscal management, problem-solving, and facilitation skills.
* Demonstrated experience in community planning, outreach, community organizing, quality improvement and project implementation.
* Demonstrated networking and partnership-building skills.
* Excellent written and oral communication skills.
* Strong analytic and computer skills.
* Must be highly organized, motivated, and able to work well independently and in a team setting.
* Physical ability to access two storey building.
* Ability to respond effectively in crisis situations.
* Ability to work in a collaborative staff team environment.
* Ability to function effectively in a high stress, high noise environment.
* Enthusiasm, flexibility, dedication and commitment to children.
* Police Record Check.

**Please apply by 5:00 p.m. April 10th, 2013 to**:

Hiring Committee c/o Karen Baker-Anderson

The Ottawa Inuit Children’s Centre

230 McArthur Avenue

Ottawa, ON K1L 6P5 Fax to: (613) 744-7629 or e-mail to:

kbaker@ottawainuitchildrens.com

***We thank all who apply for this position. Only those applicants selected for an interview will be contacted. When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.***

***This position is dependent upon funding approval.***