



Centre 454

Full Time Employment Opportunity

Program Manager

About the Centre

Centre 454 is a highly regarded day-program providing a wide range of drop-in support services and social recreational activities for individuals who are homeless or at risk of homelessness. Spiritually based, the Centre offers a safe and welcoming place to belong, for men, women and their children, in a community rooted in dignity and respect. Centre 454 is one of five Community Ministries of the Anglican Diocese of Ottawa, funded by all levels of government, and, since 1954, has been working closely with local businesses, community and church groups, donors and volunteers.

The Position

The Program Manager is responsible for the management of the programs and supervision of the Centre's front line staff. Working with a dedicated staff of 13, the Program Manager is tasked with meeting and supporting staff with daily programming needs. The Program Manager will also ensure that Centre 454 is evolving with the changing needs of our participants and the changing landscape of social services in Ottawa. The Program Manager will work closely with the Executive Director, Program Coordinators and the larger diocesan community that provides direction and support to the Centre. This is a full time position. The Program Manager reports to the Executive Director.

The ideal candidate will possess:

- Experience with individuals experiencing homelessness or living in poverty;
- Proven commitment to advocacy and social justice;
- A desire to work within the philosophy and values of a faith-based organization;
- Knowledge of government funding contracting and delivery;
- Strong technical/database skills;
- Ability to create, implement and manage programming budgets;
- Values based, collaborative interpersonal and group leadership skills;
- Strong oral and written communication skills for diverse audiences;
- Knowledge in Human Resource practice and procedure;
- Experience in Program Development;
- Proven problem solving and decision making abilities;
- Experience in performance management and team building;
- An ability to implement policy and procedures and evaluate outcomes;
- Bilingualism is an asset

Minimum Qualifications:

- Post-secondary education in social work or related discipline;
- At least two years progressive supervisory or management experience in social services.

The Anglican Diocese of Ottawa is an equal opportunity employer offering a competitive salary and benefits package, commensurate with experience. Please send an electronic copy of a cover letter and resume by March 04, 2016 to jen.crawford@ottawa.anglican.ca Applications should be addressed to:

Jennifer Crawford
Executive Director – Centre 454

We thank all who apply. Only those selected for an interview will be contacted.