



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 311, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

Program Manager; Community Programs & Services

Hey you! Elizabeth is looking for you!

Elizabeth Fry heard you like to help people and use your captivating personality and skills to make life better for others!

Elizabeth Fry is looking for you to manage our dynamic Community Programs & Services Team!

Job Summary

This position gives the successful candidate the opportunity to lead and enhance our Community Programs & Services portfolio.

It involves using the expertise you have in team leadership, clinical supervision and program development.

The candidate will be a member of the management team and will supervise and manage the ongoing sustainability of the Community Programs & Services department; including the management of 10 program staff.

Work is performed within the context of the policies and framework of the Elizabeth Fry of Ottawa corporate culture as embodied in the Mission Statement and Core Values

Education & Experience

- Post-secondary degree in criminology or social work and a strong understanding of the legal justice system. A Master's degree is preferred
- Minimum of two (2) years related experience in Management for non-profit or charitable organizations.
- Experience managing a program including supervision of staff and administrative functions including management of budget.
- 5 years experience providing individual counselling to adult women and/or youth who are marginalized
- 5 years of experience providing trauma informed program facilitation
- Showing initiative and being action oriented
- Effective written communication
- Effective oral communication
- Working effectively with others
- Effective problem solving skills
- Demonstrating integrity and respect
- Adaptability



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Language, Certificates & Licenses

Bilingualism is a requirement

Job Title:	Program Manager; Community Programs & Services
Position type:	Full Time
Start Date:	September 3, 2019 – December 31, 2019 (with a possibility of extension)
Hours of Work:	Monday to Friday, with work required outside business hours. (Including “Manager On-Call” responsibilities)
Years Experience:	2 years
Reporting:	Executive Director
Salary:	\$45,000.00

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

The deadline for applications is August 16 at noon. While we thank all candidates for their interest, only those invited in for an interview will be contacted.

Please send applications electronically addressed to: **Sarah Davis, Executive Director**

In the subject line of your application, please reference: **PMCP2019**

c/o sarah.davis@efryottawa.com