

# North Shore Multicultural Society

## JOB POSTING

**Position Title: Community and Youth Programs Manager**

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**Work Schedule: 28 hrs/week**

NSMS is seeking an experienced (2-3 years) program manager for our Community and Youth Programs. Responsibilities will include development, management and evaluation of community and youth programs, duties include program development, proposal writing, human resources, and financial management. Highly organized, demonstrated ability to handle multiple priorities, and to motivate and provide strong leadership to staff teams and community. You must have excellent judgment and initiative, as well as skills in interpersonal communication, conflict resolution. Knowledge of Social Inclusion, Immigrant Settlement, Diversity, and Youth Programming issues an asset. Excellent demonstrated ability to deal effectively with range of stakeholders (staff, colleagues, participants, funders and community partners)

### **DUTIES:**

1. Becomes familiar with all program proposals, contracts and operations, and ensures stated goals and contractual outcomes of the program are met.
2. Maintains an excellent knowledge of settlement, community and youth program issues.
3. Develops and/or supervises the development of community and youth programs and projects and identifies relevant funding sources.
4. Prepares and monitors budgets, cash flows, variances, financial statements and reports, expense records, and the staff payroll.
5. Hires, trains, supervises, supports and evaluates program staff and consultants.
6. Maintains and develops practice standards and implements and assists to develop agency policies and procedures.
7. Promotes NSMS's mission/philosophy of social inclusion, programs, services, and workshops through membership on community committees, task forces, and inter-agency forums where appropriate. Acts as a resource persons for community organization who are planning and developing Community and Youth Programs

**Education:** Bachelor's Degree, certificate, or equivalent experience in program management.

**Please submit your resume to:**  
**Hiring Committee;**  
**North Shore Multicultural Society**  
**207-123 East 15th Street, North Vancouver**  
**BC, V7L 2P7. Fax: 604-988-2960. Email: staciel@nsms.ca**

**Closing Date: 21 June, 2010**

(we regret that only successful candidates will be contacted)

Web Site: [NSMS.ca](http://NSMS.ca)