

Job posting Project Manager, Sustainable Communities

Job title: Project Manager, Sustainable Communities
Hours: 35 hours per week
Start date: July 18, 2022
End date: March 31, 2023, with possibility of extension
Reports to: Manager, Community Services

Posting Date: June 1, 2022
Reference Number: CLNU-2022-07
Deadline to apply: June 20, 2022

CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. Passionate about providing innovative services, we adapt to changes and create new programs that best respond to and address our clients' specific needs.

Our team of more than 70 staff members, speaking more than 30 languages, is dedicated, knowledgeable, and multicultural. We serve between 10,000 and 12,000 participants on average each year.

Our services connect cultures to build welcoming communities. We assist newcomers looking for employment, help families navigate the school system, and provide youth with the skills necessary for bright and successful futures. We support refugees and bring together new and established Canadians.

Job Summary

The Project Manager, Sustainable Communities manages a suite of innovative projects and programs including the Community Bicycle Hub at 15 Tobermory Drive, Bike to the Future, the Community Cycling Program with Peel Multicultural Council, Bike Host and the Bike to School Project, and is responsible for stewarding relationships with diverse funders and stakeholders. The successful candidate will have a growth mindset, experience as a supervisor, familiarity with the bicycle industry and active transportation programming, and a commitment to anti-oppression.

Under the conditions of the COVID-19 pandemic, administrative work has been carried out remotely at the Manager's primary residence. In addition, the ability to safely go to office and program locations is required.

Duties

Programs Leadership

- Carry out community needs assessments and research to support program development in the area of sustainable community development
- Support the Program Director to identify programs that can be sponsored and/or funded through grants and contribute to funding proposals

Programs Operations

- Lead a team of front-line staff to provide strategic vision, set objectives, manage day to day performance, conduct annual performance reviews, etc.
- Foster a work environment which upholds CultureLink's values of respect for all (the board, volunteers and staff), providing high quality community programs, and continually learning to provide best practice programs
- Provide coaching and direction on training & development opportunities for your direct reports, supporting their growth and learning within the organization
- Assess the overall structure and individual capabilities of the team, providing your vision on opportunities for departmental improvements or skills development
- Where necessary, lead the hiring process and onboarding of new employees
- Ensure the smooth and safe operation of the Community Bicycle Hub by scheduling of staff and programs appropriately, by creating a respectful and youth-friendly atmosphere, maintaining health and safety standards rigorously and following up on any incidents, conflicts or concerns
- Implement administrative procedures
- As required, prepare and compile periodic program results-based reports for funders and donor(s) ensuring that appropriate records are maintained to provide a sound basis of program activities and results

Relationships Management

- Represent CultureLink to program stakeholders, in collaboration with the Program Director

- Implement strategic ideas and initiatives for successful outreach

Financial Management

- Working with the Manager of Community Services, contribute to the annual budget for programs, equipment and support services under your umbrella
- Be responsible for spending by program staff, within the set budget throughout the year.

Qualifications

- University or college degree in a relevant field (non-profit, social work or other related fields) or a combination of equivalent experience and education
- 5 years work experience in the non-profit sector, government, or in the bicycle industry
- Legally entitled to work in Canada
- Vulnerable Sector Screening within the past six months
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Fluency in languages other than English is an asset

To apply

Please submit your cover letter and resume to the Executive Assistant at jobs@culturelink.ca, quoting the reference number (CLNU-2022-07).

CultureLink works within an anti-oppression framework and is committed to equity. We value diversity and inclusion, and strongly encourage applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Upon request, CultureLink will provide accommodations for people with disabilities throughout the selection process.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

This is not a bargaining unit position.