

## Manager of Education Program Job Posting

**Job Type:** Permanent Full-Time

**Wage:** starting at \$58,198

**Benefits:** Extended health care, dental care, RRSP matching, paid time off, paid health days

**Anticipated Schedule:** Monday-Friday 8:30am-4:30pm, must be able to work a flexible schedule to meet program and staffing needs including some evenings and weekend.

**Work Type:** on-site

### **BGC Winnipeg**

For over 45 years, BGC Winnipeg, one of Winnipeg's largest child and youth-serving charitable organizations, has provided programming directly to children and youth in vulnerable neighbourhoods. FREE Community-based services. Positive relationships. Life-changing programs. We provide safe, supportive places where all young people, of all backgrounds, can experience new opportunities, overcome barriers, and develop confidence and skills for life.

### **What is CSI Summer Learning Program?**

The Community School Investigators (CSI) Summer Learning Program is an academic program designed to combat summer learning loss and narrow the opportunity gap by providing five free weeks of quality summer programming in a safe and caring environment.

CSI Summer Learning Program is delivered in 12 schools, reaching over 500 children and employs 109 people. Each day of the summer program children in grades 1-6 take part in numerous activities designed to strengthen their math, reading, and writing skills, along with problem solving and language acquisition. Instructors deliver academic activities in the morning and provide physical activity and cultural experiences in the afternoon. These experiences include field trips, guest artists, and sports and recreation activities. To ensure children make the most of the program, they also receive two nutritious meals each day.

To learn more about the CSI Summer Learning Program, check out this video

<https://vimeo.com/95433631> or visit the BGC Winnipeg website at [www.bgcwinnipeg.ca](http://www.bgcwinnipeg.ca)

### **POSTION SUMMARY**

Reporting to the Director of Programs, the Manager of Education Program is responsible for the direction, planning, implementation, supervision and evaluation of BGC Winnipeg's CSI children's summer learning program as well as scholarships and bursaries. The Manager of Education Program is also responsible for maintaining a positive and cooperative relationship with community and collateral groups that impact upon the programs under their direction.

### **Duties & Responsibilities Summary**

- Plan, implement, supervise, and evaluate the CSI Summer Learning Program
- Take the lead with the agency's scholarship and bursaries program
- Responsible for the supervision, leadership, and support of all program staff under the direction of this position. This includes but not limited to supporting recruitment, onboarding, coaching, performance management, and evaluation.
- In collaboration with the Director of Programs and Director of Human Resources, identify, design, deliver, and evaluate training and professional development needs for program staff.

- In collaboration with the Development and Finance departments, responsible for the acquisition, administration, and reporting of financial resources allocated to the program areas under their portfolio. This encompasses grant proposals, reports, and creating and monitoring program financial budgets.
- Produce progress and evaluation reports on the performance of the CSI Summer Learning Program
- Maintain a strong working knowledge of significant developments and trends in education, youth development, and summer learning programs
- Develop, maintain, and nurture collaborative relationships to strengthen services and supports for the CSI program and children and youth.
- Collaboratively develop and update program policy and procedure manuals
- Ensure the accuracy and confidentiality of records regarding the agency, programs, staff and participants are maintained

### **Qualifications and Competencies**

- Degree/Diploma in education, social sciences, or community development field or equivalent combination of education and or experience
- Minimum of 2 years proven experience in program development and evaluation
- Experience in financial management, creating budgets and monitoring spending
- Minimum of 2 years management experience
- Knowledge and understanding of child and youth development and asset building
- Strong knowledge of current educational methods and procedures and alternative education models and practices
- Outstanding communication and public speaking skills
- Excellent organizational and leadership skills
- Strong attention to detail and high degree of accuracy
- Sound judgment and critical decision-making skills
- Aptitude in problem-solving and experience in crisis management
- Knowledge, understanding and commitment to EDI and Indigenous Truth and Reconciliation
- Experience working collaboratively with youth, families, and community
- Proficient in MS Office Suite and Office 365 (Outlook, Excel, Sharepoint, Teams)
- Must have and maintain a Class 5F Manitoba Driver's License, have access to a vehicle and have and maintain a clear Driver's Abstract.
- Provide clear criminal record with vulnerable sector search and child abuse registry checks obtained within the past 6 months

**How to Apply:** Please forward your cover letter and resume in confidence to [hr@bgcwinnipeg.ca](mailto:hr@bgcwinnipeg.ca) Please state the position you are applying for in the subject line of the email. Only those selected for interview will be contacted.

**Posting open until position is filled.**

*BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We offer accommodations to applicants with disabilities throughout our hiring process, upon request.*