

Program Manager

Full-Time Permanent

Specialized Programs and Services to Support the Development of Young Children

We're hiring and recruiting top talent! Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 7 schools and childcare facilities in Calgary. Our programs are designed to support young children who may not be meeting typical developmental milestones. Providence provides the opportunity to enhance the health and development of children and their families. Learn more about us at: www.providencechildren.com

We are currently seeking a dynamic individual to join Providence as a **Program Manager**. This full-time position will be working on-site and travelling between all school sites on a regular basis. The hours of work are 8 AM – 4 PM (Monday to Friday). It is a condition of employment at Providence that all employees are vaccinated against COVID-19.

Position Summary:

The Program Manager reports to the Vice President, supporting the school staff in the operations of the Alberta Education funded programs. Working directly with the site coordinators to ensure efficiency and appropriate ordering and allocation of classroom resources, supplies, equipment and materials. This position works closely with the classroom staff, children and parents in a support role. This position will require occasional work on evenings and weekends.

We offer:

- Comprehensive health and dental benefits package which includes Employee Assistance Plan, optional RRSP, wellness days, appointment time and paid sick time.
- Accrue paid vacation with additional paid time off during winter break and spring break.
- Professional development allowance for ongoing learning and career advancement.
- Free onsite parking.
- Competitive salary range.
- Positive company culture that fosters collaboration, that ensures staff feel valued and supported.
- Opportunities for professional growth with continuous training, career advancement, and allowances for learning.

The ideal candidate:

- Self-motivated, strong ability to collaborate and work effectively in a team environment
- Adaptability, dependability and flexibility are required.
- Excellent written and verbal communication skills; meticulous attention to detail, strong interpersonal skills.
- Strong organizational skills.
- Ability to identify priorities, work independently and meet deadlines.
- Must be flexible to work outside of their scheduled hours for meetings, events, etc.
- This position requires driving within Calgary.

Responsibilities include:

- Serve as a resource to staff and parents, respond to concerns.
- Work directly in the classrooms supporting the staff.
- Identify, develop and utilize community resources to facilitate the educational development of the parents and children Providence serves.

- Recruit, orient, train and supervise volunteers.
- Working with the site coordinators, ensure efficiency and appropriate ordering and allocation of classroom supplies, equipment and materials.
- Participate in the daily activities within the centre, ensuring the highest quality programming for our children is maintained in a safe, caring and efficient manner.
- Ensure the buildings are kept clean, well maintained, and reporting any deficiencies.
- Plan, participate and organize the school parties, special events, and graduation.
- Maintain a presence by Providence in the community and participate in resource fairs and other events that occur in the community (including evening and weekend events).
- Support all marketing efforts for enrollment in the school programs.
- Assist in the set up and facilitation of the facility tours.
- Support with the intake process, participate in the planning and organization of the annual registration open house.
- Assist with Professional Development for Providence staff.
- Assist VP to secure speakers, location and any other details that may be involved in Professional Development.
- Ensure all Health and Licensing Regulations are met.

Qualifications:

- Diploma or degree in business, administration management, early childhood education, social work or rehabilitation studies is required.
- Pediatric experience in community-based programs is desirable.
- Excellent computer skills including a high-level of proficiency in a customer database and MS Office Suite (Excel, Word, Outlook).
- Experience in graphics design and Adobe Creative Suite would be ideal.
- Valid First Aid and CPR training.
- Valid Alberta Food Safety Basics Course
- Must have own vehicle, possess a valid class 5 driver's license and \$2,000,000 liability insurance (must be willing to get Class 4 licence with "S" endorsement).
- Able to travel between all school sites.
- Ability to take initiative, prioritize and multi-task. Able to handle multiple assignments, prioritize and manage projects effectively ensuring all tasks are achieved at any given time.

Personal suitability NOTE: This position requires lifting and carrying demands that require the ability to bend at the waist, stoop, and twist frequently, the ability to lift up to 50 lbs, the ability to carry, push and pull up to 50 lbs, and the ability to stand, walk and sit frequently.

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.