



Program Manager - Nova Scotia

Permanent full time position, with benefits.

Salary Range: 47 - 52K

About Unity Charity: Unity Charity uses hip hop art forms to promote resilience and well-being among youth, building healthier communities. Unity engages youth 12 to 29 by implementing school and community programs helping youth positively express their stress and develop skills for success. Unity empowers youth to make better choices as leaders, mentors and positive community role models leading to more productive citizens, safer schools, and healthier communities. Unity Charity is a national organization based in Toronto that engages thousands of youth each year. Unity values passion, integrity, respect and community, and expects all of our representatives to embody these values.

Unity Charity prides itself on being a collection of creative and innovative individuals brought together by their love for the arts and their desire to make a positive impact on youth. Our culture is one of flexibility, innovation, and hard work.

Role Description:

The Program Manager, reporting to Unity's National Program Director, is the key individual that implements Unity Charity's community hip hop based community programs and performances in Nova Scotia, specifically in Halifax and surrounding regions. The key objective of this role is to ensure the success of the programs operations and the timely and professional performance of administrative and partners stewardship tasks. In addition, the Program Manager is managing and supporting on the ground drop-in programs with local Unity Artist Educators.

As an advocate and representative of Unity's values, the candidate will engage and mentor youth using Unity's message of resiliency and mental health through hip-hop arts programming. The candidate will conduct weekly reports, which includes capturing photos and videos of the programs, administer program surveys, document weekly attendance, collect registration information and compile participant feedback.

The Program Manager will also lead the development of multiple program events that promotes the programs and celebrate its successes.

Outside of the drop-in programs, the Program Manager is expected to assist in the planning and facilitation of Unity events, to actively research new potential community partners and collaborate with them to identify and develop cross-program promotional opportunities. Lastly, the Program Manager is involved in the recruitment, hiring & training of the local Unity Artist Educator roster as well as being an advocate for equity, anti-oppression and social change within the programs and organization.

Accountabilities

Summary:

- **Program Management and Administration:** Manage and administer local Unity programs, reporting to and working alongside remotely located Unity Leadership, Program and Admin Directors.
- **Budget Management:** Accurately design, follow and report on program budgets, responsibly stewarding Unity funds while reaching program goals.
- **Program & Curriculum Design:** Design new, creative, flexible and sustainable program curriculums that share the culture of Hip Hop while focusing on improving mental health and resiliency in young people's lives, using Unity's existing archive of program curriculums and designs as a starting point.
- **Partnerships:** With support from the National Program Director, sustain, steward and grow local current business and community partnerships for Unity and ensure the business objectives of both partners are successfully executed.
- **Communications:** Provide vision and strategic leadership and take accountability for developing and implementing local outreach and communications for all stakeholders.
- **Artist Management:** Support Unity Artist Educators of all local programs so they know their program goals and requirements.
- **Event and Performance Planning and Delivery:** To deliver Unity outreach performances in schools, and organize a year-end showcase event to celebrate program youth achievement and involve local partners. .

Key Qualifications and Skills:

Qualifications:

- 4 - 6 years' experience in Program Management or related field
- Some previous experience in youth work, non-profit work, or community work is required.
- Some previous experience in managing direct reports or equivalent experience with volunteers/teams etc.
- Exceptional written and verbal communications.
- Clean criminal record/vulnerable sector check.
- Driver's license and access to vehicle is preferred.

Program Management Skills:

- Ability to manage multiple projects and tasks across varying timelines.
- Ability to manage others with accountability and a commitment to mentorship.
- Ability to appropriately discern program concerns and issues and seek support as needed

Accountability and Organizational Skills:

- Ability to be accountable, and keep others accountable to see projects, programs and efforts through to completion. This is mandatory.
- Strong ability to manage multiple competing priorities and deadlines
- Self-directed with ability to organize, plan, and prioritize.

Communication Skills:

1. Possess excellent written and verbal communication skills, including public speaking and presentation skills. This is mandatory.
2. Able to engage in constructive, meaningful, and timely interactions with youth, Unity staff, stakeholders, partners, and funders.
3. Strong ability to assess and convey local program needs, concerns and priorities to the managing supervisor, the National Programs Director.

Partner Management Skills:

- Ability to build and manage relationships, and influence without authority.
- Ability to identify potential partners and strengthen existing relationships.
- Demonstrate a clear understanding of how to capitalize on strategic opportunities to benefit Unity's goals in the region.

Advocate for Equity, Accessibility, Anti-oppression & Social Change:

- Proactively research and apply anti-oppression and equity frameworks in all levels of work--administrative, programmatic and otherwise.
- Self-evaluate, locate and self-reflect on biases, privilege and power.
- Constantly evaluate the accessibility of the programming we offer and seek to make appropriate changes.
- To be able to recognize when a partner, a space or a process is oppressive and to not be afraid to challenge systems of oppression that have an impact on the work we do with youth.

To apply for this role, please forward a resume and cover letter to bob.v@unitycharity.com by Tuesday April 9th 2019.

Unity promotes and advocates for individuals from diverse backgrounds and encourages applicants from individuals who identify as LGBTQS+, African Nova Scotian, racially visible, person with disabilities and Aboriginal.

Unity sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted.

If you have questions or concerns about the application process, please feel free to contact us at bob.v@unitycharity.com.