



## **WORK AND PLAY IN LANAUDIÈRE!**

The English Community Organization of Lanaudière (ECOL) is presently looking for a **Program Manager**.

The Lanaudière region, just north of Montreal and Laval, has something for everyone: culture, heritage, nature, recreational activities, educational opportunities, multiple services (including English schools)... and a strong community sector.

ECOL, incorporated in 2012, has three service centres in Rawdon, Mascouche and Repentigny. Here we find a wide variety of services and activities offered to the over 17,400 English speakers of the region. Some examples are weekly seniors' wellness activities, community outreach, assisted access to health and social services in English, cultural activities, educational conferences and workshops, social get-togethers, early childhood initiatives, employment support, legal information, documentation and more. ECOL works with community partners to increase the availability of English-language services and information. We also represent the needs and preoccupations of English speakers to various stakeholders at the municipal, regional and provincial levels.

### **CAREER OPPORTUNITY!**

We're recruiting for our next **Program Manager**. Could it be you?

#### **OVERVIEW OF RESPONSIBILITIES**

Responsible for the coordination and successful completion of ECOL's projects

Works closely with volunteers and coordinators

Oversees the budgets and the program activities.

The position reports directly to the Executive Director (ED) and works closely with the Executive Assistant

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

Oversee the planning, implementation, and evaluation of assigned programs and projects.

#### **HUMAN RESOURCES MANAGEMENT**

Supervise, train and assist employees assigned to the different projects.

Responsible for the performance evaluation of the coordinators.

Review the timesheets of the employees under his/her supervision.

Approve overtime when necessary for all coordinators.

Assists in the recruitment of the employees, and the orientation and mentoring of new employees.

Provides leadership and guidance to employees.

Ensures human resources plans and personnel management policies and procedures are current and reflect the changing needs of the organization.

Ensure that accurate job descriptions for the Project Coordinators are in place and kept current.  
Assist and mentor Project Coordinators in their work.  
Support the employees on logistics issues when needed.  
Ensure a productive, positive, healthy work environment for all staff.  
Train and guide employees.  
Participate in the annual staff review process.  
Works with the Executive Director to determine staffing requirements for organizational management and program delivery.  
Assumes responsibilities of the Executive Director in his/her absence.

### **PROGRAM MANAGEMENT**

Work with the ED to determine the requirements for successful program delivery.  
Supervise the Coordinators' activities to ensure that all projects and activities are completed according to plan, schedule and budget.  
Review work plans with project coordinators and ensures they are tracking results and meeting their deliverables.  
Ensure collection of all data and statistics from all projects and activities run or sponsored by ECOL.  
Responsible for making sure that the project successes and improvements are noted and disseminated.  
Create and maintain a monthly report related to activities that include project status, participants, demographics, successes and improvements.

### **OTHER**

Responsible for the recruitment, vetting, training, and supervision of ECOL volunteers.  
Ensure reports for funders are completed.  
Ensure work plans are updated as needed.  
Participate in the preparation of the annual budget.  
Support the Executive Director and the Board of Directors in strategic planning and its implementation.  
Collaborate in the writing of the Annual Activities Report for the Annual General Meeting.  
Other duties as assigned by the Executive Director.

### **COMMUNITY NETWORKING**

Represent ECOL on selected Lanaudière committees and tables.  
Assist in community development planning.  
Assist with the implementation of community development plans.  
Promote programs, services and community events and activities as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

University degree and/or relevant work experience.  
Knowledge and command of English and French languages with strong writing abilities.  
Knowledge of current community challenges and opportunities relating to the mission of ECOL.  
Excellent organizational and multi-tasking abilities.  
Knowledge of office administration.  
Proficiency in the use of Microsoft Office Suite.  
Excellent interpersonal skills.  
Leadership and team building skills.  
Analytical and problem solving abilities.  
Effective verbal and listening skills.  
Strong time management skills.

Strong stress management skills.  
Demonstrates sound work ethics  
Strong leadership skills

#### CONDITIONS

A dynamic work environment

Ongoing professional development and training opportunities

Mentoring and support

A permanent, full-time position (35 hours/week)

Salary scale starting at \$47 140 annually

Please note that the Program Manager may be requested to work occasionally on evenings or weekends in support of certain special activities.

Please send your c.v. before March 10, 2023, to [ecollanaudiere@hotmail.com](mailto:ecollanaudiere@hotmail.com)