

Title: Manager of Educational Programs

Reports to: Executive Director

Full Time Commitment – salaried role with group insurance and GRRSP provisions.

Salary: \$55,000 – \$70,000

Who we are

For 35 years, a team of passionate staff and volunteers at Neighbour to Neighbour Centre have been collaborating to improve the Hamilton community and meet the issues of food insecurity and poverty head-on. What started as a small food bank has evolved into an indispensable part of the community's social fabric.

Neighbour to Neighbour works to improve the quality of life in the Hamilton community by offering access to tutoring programs for youth, community kitchen programs, utility subsidy programs, family counselling, emergency food access and a host of other interventions. Neighbour to Neighbour works to empower people with the tools and ideas that will help change their lives.

Position Summary: The Manager of Educational Programs will demonstrate a keen interest in community engagement and have a passion for fostering skill and knowledge development among both youth and adults. A background in education and prior experience working with children is essential. This manager is passionate about leveraging our department's programs as a means of building connections within communities, firmly believing in the fundamental human right to dignified access to food and education. Essential qualifications include robust abilities in community building, mentoring staff and volunteers, and a proven track record of facilitating diverse groups effectively.

Key Role Responsibilities

Management and Support of Department Programs:

- Ensure the successful operation of educational programming within the education department, aligning with Neighbour to Neighbour's Mission, Vision, and Values.
- Collaborate with and support volunteers and staff in implementing literacy, numeracy, and education-based programs.
- Provide training sessions for volunteers and staff to enhance their effectiveness.
- Recruit volunteers from the community.
- Organize schedules, train volunteers, and oversee their tutoring sessions with children.
- Facilitate the utilization of donated space to accommodate all program initiatives.
- Develop and maintain positive relationships with funders, teachers, principals, board staff (public and catholic), parents, the Hamilton Public Library, and the City of Hamilton, with guidance from the Executive Director.
- Ensure detailed record-keeping of student information in accordance with policies established by both the public and catholic school systems.
- Collaborate with and support staff and volunteers in the implementation of approved curriculum and programming.
- Oversee budget and departmental purchases necessary for the successful execution of educational programming.

Other

- **Impact Compilation:** Support data collection, reporting, and development activities including grant writing and annual reporting to illustrate our organization's impact.
- **Exemplify Professionalism:** Demonstrate professional behavior and maintain positive communication with participants, volunteers, and partners.
- **Team Mentorship:** Provide feedback and mentorship to team members under your management or coordination.
- **Health and Safety Promotion:** Foster a culture of health, safety, and wellness practices within our organization.
- **Staff Supervision:** Interview, screen, and supervise staff, interns, volunteers, and placement students.
- **Communication Contribution:** Contribute to communications efforts through various channels such as social media and the website as required.

Qualifications, Education (minimum required/desired) and Experience

- **Education:** Minimum requirement of a post-secondary degree or diploma in a related field of study.
- **Experience:** 2-4 years of experience in program delivery, group facilitation, and community outreach.
- **Action-Oriented:** Demonstrated ability to move individuals from knowledge to action, inspiring, teaching, and empowering community members to enact positive change.
- **Academic Programming:** Experience in creating and developing academic programming for youth.
- **Sector Experience:** Familiarity with the community/social services sector through work or volunteer experience.
- **Interpersonal Skills:** Excellent group facilitation, interpersonal, communication, and conflict resolution skills.

Physical Demands of the Role

- This role may involve lifting, climbing, and prolonged sitting with limited flexibility to move around. Overtime may be required.

Potential Exposure to Hazards

- Driving, extreme weather, substances, potential risk to personal safety.

Kindly send your resume and letter of interest to resumes@n2ncentre.com, with "**Manager of Educational Programs**" in the subject line. Application deadline: **Open until filled**.

Neighbour to Neighbour is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for next steps will be contacted.

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking and deserving groups. We are dedicated to providing an atmosphere free from barriers in order to embody and best demonstrate equity, inclusivity and diversity. We celebrate and welcome the diversity of all employees.

If you require accommodation during the application and recruitment process, please contact Human Resources at 905-574-1334 Ext 209 as soon as possible.