



Employment Opportunity: Program Manager

We are looking for an innovative, highly organized and passionate individual to provide leadership to our programs that empower immigrant women and their children to participate fully in Canadian life. The ideal candidate will have excellent cross-cultural communication skills, a strong background in employee engagement and be able to work across a wide range of fields including ESL and early childhood development, women's (economic) development and settlement.

The Manager of Programs will oversee the day-to-day operations of PIRS programs, including people leadership, maintaining relationships with partners and ensuring that PIRS's goals and objectives are being met through program planning, evaluation, administration and relationship building.

The position is 35 hours per week.

Main Responsibilities:

- Overall coordination of PIRS programs, ensuring that they fit within PIRS' mission, vision and goals.
- Make recommendations for program enhancements, updates and new ideas that support the PIRS mission.
- Monitor and evaluate the delivery of programs for quality and ensure that PIRS is meeting its funded target deliverables within budget including developing efficient monitoring tools and ensuring that programs are collecting relevant data to meet PIRS' evaluation and reporting needs
- Write proposals and reports to funders and support content development for communications material
- People leadership including contracting, assigning and supervising program staff, regular coaching, conducting regular performance reviews, developing and implementing ongoing staff orientation and training, succession planning, recruiting and supporting contracted facilitators for specific groups
- Ensure effective communication internally as well as with funders and community partners
- Support PIRS' volunteer program that extends PIRS' mission
- Participate in PIRS budgeting and strategic planning processes and support PIRS fund development activities. Supervise expenditures within assigned budgets and make budget recommendations.

Desired Qualifications:

- Bachelor's degree in a related field such as: Social Work, Human & Social Development, or the Social Sciences, or Human Resource Management.
- Early Childhood Education or TESOL certification preferred.
- 5+ years' experience in a leadership role, supervision and program management within the non-profit sector; experience working with immigrant &/or refugee women and families of various backgrounds / ages preferred
- or equivalent combination of experience and education.



PACIFIC IMMIGRANT RESOURCES SOCIETY

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Desired Skills and Attributes:

- Excellent cross-cultural communication skills (verbal and basic counselling, interpersonal and conflict resolution skills)
- Demonstrated experience in team building, group facilitation, assessment and problem solving skills
- Knowledge of ESL, settlement, family resource, early childhood development resources and community in the Lower Mainland and ability to work collaboratively with existing service providers
- Excellent time management skills with work prioritization abilities
- Excellent oral and written English language skills
- Proficient in the use of computers for word processing, budgeting, database, marketing, website management, social media and communication
- Additional language skills an asset
- Experience of IRCC Language & Settlement programs an asset
- Experience with proposal development an asset

**To apply, send resume and cover letter in one PDF document to:
Mariam Bouchoutrouch, Executive Director
Email: ed@pirs.bc.ca
Deadline for applications February 18, 2018.**

Thanks to all who apply. Only short-listed candidates will be contacted.
PIRS is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization

