



MALTON NEIGHBOURHOOD SERVICES

3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: mnsinfo.org / Email: info@mnsinfo.org



Malton Neighbourhood Services (MNS) requires a Program Manager for its EarlyON program.

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

This is a full-time 12-month contract position scheduled to work 35 hours per week.
(Current incumbent is on Leave of Absence)

Duties:

- Lead, direct, and manage the day-to-day operations of the EarlyON Program, ensure ongoing improvements to service delivery processes as per the deliverables outlined in funding contribution agreements/contracts.
- Ensure policies, procedures, and standards affecting the program are consistent with legislation and that the provisions are consistently applied.
- Develop individual plans, protocols, and schedules for the smooth delivery of the program.
- Develop, liaise, and maintain productive working relationships with other professionals, funders, partners, and other service providers.
- Research, develop, prepare, recommend, and implement new programs and services, assisting with funding proposals as required.
- In collaboration with HR department, manage staff recruitment, training, orientation, and development.
- Coordinate and lead individual supervision meetings with staff/students and weekly team meetings.
- Be aware of the role in risk mitigation and be accountable to follow procedures, when appropriate, provide information and recommended training to staff.
- Develops and manages the annual budget; monitoring and controlling expenses within the guidelines and accounting practices.
- Participates in program management team meetings, organizational meetings and external community commitments and takes on tasks and lead roles as agreed upon.
- Ensures that all organizational timelines are met (e.g., monthly, and quarterly reports, budgetary reviews, performance appraisals) and supports new initiatives.
- Develop grants/programs proposals for governments, foundations, and corporations.
- Other Duties as may be assigned by the Executive Director.

Qualifications:

- University degree in a related field. Preference will be given to those with Early Childhood Studies.
- Registered Early Childhood Educator (RECE) is a must.
- Five (5) years' experiences in staff supervision, EarlyON program management, and financial management.

- Minimum one (1) year working experience in a unionized environment. Experience in the non-profit sector with knowledge of the immigrant/refugee settlement programs is an asset.
- Demonstrated experience in project management including project design management and evaluation.
- Excellent interpersonal and verbal and written communication.
- Knowledge and experience with working with family and children within childcare and or family resource setting.
- Working knowledge of How Does Learning Happen (HDLH).
- Knowledge of relevant legislation including Family and Services Act, and Duty to Report
- Demonstrated ability in developing, implementing, and evaluating services within an anti-oppression and anti-racist framework.
- Must be willing to travel to work sites, valid drivers' licence and access to a reliable vehicle is required.
- Must have a valid CPR/First Aid training Certification.
- Must provide a valid Vulnerable Sector Screening (VSS) police check upon successful hire within the last 6 months.

Location: 3540 Morning Star Dr, Mississauga, ON L4T 1Y2
(Temporary remote work during COVID 19 pandemic.)

Start Date: July 19, 2021

End Date: July 19, 2022

If you are interested, please quote Reference # 13-0721 and send your resume with a covering letter to HR@mnsinfo.org

"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.