



## Program Manager – Youth & Community

Bridges between communities. Bridges between cultures. Bridges between people. We believe that positive social change begins with human to human relationships. Bridges Social Development's (Canada Bridges) approach is aimed at leadership development and empowerment of youth and young adults aged 16-30, by connecting with, supporting and strengthening what already exists in communities. We believe that youth and young adults offer the greatest hope for positive change in our world today – and that all youth have potential and strengths but that they are sometimes hidden, due to systemic circumstances.

Our approach is initiated by way of community invitation and includes working closely with youth and young adults to support them in recognizing their potential, as well as with community partners who serve youth, to overcome barriers that keep youth from achieving meaningful futures for themselves and their communities. Currently we are being invited to work within refugee, immigrant and Indigenous communities in Calgary and throughout Treaty 7. Canada Bridges has a small paid staff and consultant team with a broad network of volunteer facilitators, community champions, and partners who all contribute to the work of unveiling youth potential in the communities we work with.

### **About the Opportunity:**

The Program Manager reports directly to the Executive Director. Primary functions of this role are to develop and lead implementation of programming, based on Canada Bridges' relationship based approach to youth empowerment, in partnership with community based organizations and change leaders across Treaty 7, in Alberta, Canada.

### **Main Duties Include:**

**Engaging with and supporting community champions** – Relationships are the center of every part of Canada Bridges' work. The Program Manager will build genuine and meaningful relationships with youth and young adults, community members, leaders and partners to identify potential opportunities for collaboration on youth leadership development projects. The Program Manager will have experience investing in the capacity of others, as well as building their own learning through these interactions. It is important for the Program Manager to recognize that people are the priority and be able to connect and work collaboratively with unique individuals across a variety of ages, cultures and roles. The successful candidate will have demonstrated people-focused management, team leadership or volunteer coordination experience.

**Leading the co-development of [Unveiling Youth Potential \(UYP\)](#) and/or Mentorship opportunities**– to be done in ongoing consultation with community partners and other Canada Bridges team members, based on community needs and the concepts included in Canada Bridges' UYP and mentorship approaches. The successful candidate will have strong facilitation experience and demonstrated innovation in participatory and experiential workshop design. Experience with supporting or managing mentorship initiatives, especially with youth or young adults, is considered a strong asset.

**Assessing and tracking impacts and learning** –As part of a learning organization, the Program Manager will develop learning and evaluation processes to capture overall impacts and insights for the initiatives they are leading, in coordination with the Executive Director and other team members. This includes recognizing

opportunities to share learning in order to contribute to broader systemic changes that may be limiting youth potential. Collecting individual and community stories is an important component of our evaluation and learning process. As such, encouraging storytelling, and capturing stories that have been shared, in a respectful and meaningful way, is an important aspect of the Program Manager role.

**Specific activities include:**

- Building and maintaining relationships with youth and young adults, as well as community members, partners, and others passionate about youth potential.
- Identifying and prioritizing opportunities for collaboration that fit with community needs and passion and Canada Bridges approach and expertise.
- Leading the development of specific initiatives on behalf of Canada Bridges, including budget creation and management, interactions with partners, coordination of logistics and resources, program design and implementation, evaluation design, and supporting team members to effectively contribute to goals and desired outcomes.
- Facilitating participatory workshops that deepen the understanding that youth and young adults have of themselves, their communities and how change happens.
- Developing, refining and updating program resources and facilitation materials, to reflect changing contexts and applications.
- Regularly checking in with youth who have participated in programs and activities, to provide on-going mentorship support as they take steps along their path for creating a meaningful future.
- Documenting impacts, outcomes and learning, and supporting the writing of program specific funding requests, reports and evaluations.
- Supporting, co-facilitating and contributing to other Canada Bridges' initiatives and programs, lead by other team members.
- Actively contributing to overall team strategy development and learning to refine our approach and continually improve our initiatives and activities.
- Strengthening the internal capacity of the organization in areas where your passions, and interests best fit; this could include communications, volunteer management, evaluation design, information systems, fund development, etc.

**Location:** This position is based in Calgary, but requires frequent travel throughout Treaty 7, in particular to the Siksika and Stoney Nakoda Nations. Access to a vehicle and a valid drivers license is required.

**Estimated Time Commitment:** Full-time (approximately 40hrs/week) - variable depending on the nature of work. Requires flexibility and availability on some weekends and evenings.

**Contract length:** One year with potential to renew, depending on skills and interest, as well as Canada Bridges program invitations.

**Closing-date:** Feb 24, 2016, or when suitable candidate is found. Applications to be reviewed on an on-going basis.

**To Apply:** Send your resume and cover letter to [info@canadabridges.com](mailto:info@canadabridges.com) with ‘Program Coordinator – Youth & Community’ in the subject line. Make sure to include a cover letter explaining your personal interest in the work of Canada Bridges, and what skills and qualities you will bring to this position.

Canada Bridges is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.