



**NIAGARA  
PENINSULA  
ABORIGINAL  
AREA  
MANAGEMENT  
BOARD**

**HERE WE GROW AGAIN!  
SEEKING MOTIVATED TEAM PLAYERS!  
JOB POSTING**

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NOV 06 2017

The urban Aboriginal youth we serve will have increased confidence, self-esteem and leadership abilities. They will develop skills and a strong attachment to the workforce that will make them more employable and provide them with greater stability. NPAAMB will be a leader in supporting our youth as they transform into leaders contributing to their communities.

**The Niagara Peninsula Aboriginal Area Management Board is currently seeking:**

**(1) Program Manager**

**47 Months Full Time Contract Position (40 Hours per week)**

**Location: 50 Generations Drive 2<sup>nd</sup> Flr., Ohsweken ON NOA 1M0**

Working as part of a team in a fast paced environment, the main responsibility is to manage the day to day delivery of the Journey to Success and the Building Futures program. The Program Manager is responsible for the development, implementation and evaluation of the two programs with annual budgets in excess of \$2.5 million per year. He/she will ensure all program employees perform duties in compliance with organization policies and procedures. He/she will also manage site staff and funder requirements. The Manager will work closely with the Executive Director to report on the progress of both initiatives.

**Main Responsibilities include:**

**PLAN, DEVELOP, IMPLEMENT, MONITOR, REVIEW AND EVALUATE (60%):**

- Manages programs' scope, goals, deliverables and reporting to ensure consistency with criteria established by funding sources and the vision and goals of NPAAMB;
- Overseeing the supervision of up to 8 project staff by effectively communicating, coaching, training, and development
- Works with the Program Coordinators, Site Coordinator, Construction Supervisor and all other project staff to oversee residential construction sites to ensure compliance with design, project specifications, regulations, and safety codes

**EVALUATION (20%):**

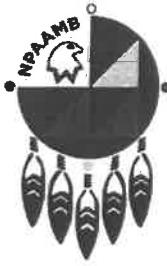
- Administration of approved data collection tools (i.e. Surveys) related to the Evaluation Plan of the Journey to Success and Building Futures Programs
- Coordinate logistics for focus groups and evaluation components to include: meeting space, hospitality.

**REPORTING AND ANALYSIS (20%):**

- Oversee and monitor the KETO Database System to ensure accuracy and deadlines.
- All Government reporting according to the parameters indicated in the Outline.
- Provide statistical and narrative reports to the Executive Director as required

50 Generations Drive, 2nd Floor, Box 9 • Ohsweken, ON • NOA 1M0

T: 519.751.8333 • F: 1.877.722.1761 • [www.npaamb.com](http://www.npaamb.com)



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**The successful candidate will have demonstrated proven experiences with:**

- Bachelor's or Master's Degree
- Minimum of 5 years' experience in Project management or Program Coordinator roles
- 5-7 years' experience in the supervision of a staff compliment of 5-10 staff.
- Working knowledge and experience in Building Construction Trades and/or Hospitality & Tourism Sector and/or Programming in the 9 Recognized Essential Skills

The successful candidate must have a valid driver's license and ability to travel within Southern Ontario to other office locations to fulfill the duties of the position.

**Mail, Courier or email your Resume and/or CV, and 3-work-related references, to the attention of:**

**Brandee Sandy, Office Manager** [recruitment@npaamb.com](mailto:recruitment@npaamb.com)

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Applicants are strongly encouraged to request the e-copy of the job description from Brandee Sandy, Office Manager at [recruitment@npaamb.com](mailto:recruitment@npaamb.com)

**Closing Date: Wednesday, November 22, 2017 by 4 pm**

**Start Date:** as soon as possible, preferably late November 2017

**Salary range:** \$57,000 - \$62,000 per annum with benefits after 3 months

*All offers of employment are contingent upon receipt and acceptance of Vulnerable Sector CPIC*

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted. An Equal Opportunity Employer. **PREFERENCE TO QUALIFIED CANDIDATES OF ABORIGINAL DESCENT WILL BE GIVEN**

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