



POSITION: Program Manager
SUPERVISOR: President of HEDAC

INTRODUCTION:

The Hamilton Aboriginal Executive Directors' Coalition meets on a regular basis for the purpose of networking and communication in order to address issues of mutual interest and/or concern and to provide information on all major program/services changes in Indigenous services.

PURPOSE OF JOB:

The goal of the Program Manager's position is to provide strategic direction, technical support, be the principal spokesperson for management of the organization, achieve milestones of planned activities, make decisions on operations; supervisor of staff, providing reports to funders as required, act as a resource/liason person in negotiations with funders, donors and supporters, implementation and development of the programming of the HEDAC required by the HEDAC members and Co-chairs, and committees.

Roles and Responsibilities:

The Program Manager will:

1. Participate and provide statistical and narrative reports to the members of HEDAC board members on a monthly, quarterly and annual basis as per the approved Program Manager/reporting policies.
2. Work with the members of HEDAC to design and implement a business plan for HEDAC
3. Oversee the development and implementation of HEDAC's quarterly newsletter and website, under the direction of HEDAC.
4. Support the development and implementation of HEDAC's committee structure, including developing terms of references and guidelines for the committees as directed by the members of HEDAC
5. Oversee the development of programs, including grant proposal writing, reporting and implementation as related to the strategic goals and priorities of HEDAC.
6. Become familiar with and endorse the goals and objectives of HEDAC;
7. Assist with and/or conduct appropriate research as required;

8. Compile and maintain an up to date Indigenous agency directory indicating all programs and services offered and compiling an asset inventory of the urban Indigenous population of Hamilton.
9. Oversee the delivery of the Poverty Reduction Strategy under the direction of HEDAC and fulfill all reporting requirements under the Initiative of the Poverty Reduction Strategy City of Hamilton including coordination and synthesizing of financial, narrative and data reports of member organizations/sub agreements to the project.
10. Compile a database of the Poverty Reduction Strategy for tracking of statistics and measures of goals and objectives of the Urban Indigenous Strategy.
11. Ensure that the objectives of the City of Hamilton regarding data collection are met.
12. Assisting with the outreach and promotion of HEDAC;
13. Identifying and pursuing all revenue sources including fundraising, sponsorship, in-kind support and grants and assisting with fundraising activities and events undertaken by HEDAC and sustainability beyond the current funding period.
14. Ensure oversight of financial operations of HEDAC in collaboration with contracted bookkeeper, auditor and funders; provides monthly detailed financial statements to Board of Directors.
15. Perform other duties as directed.

Developing and directing the overall programming of HEDAC in collaboration with staff, volunteers and committees.

1. Presenting a balance of programs, and special ancillary programs that reflect HEDAC's mandate, vision and the urban Indigenous community itself as related to HEDAC's strategic goals and priorities including the Indigenous Led Poverty Reduction Program.
2. Working with the appropriate technical staff, HEDAC members and others to create and implement policies and procedures for the long term effectiveness and health of HEDAC.
3. Developing budgets for projects and programs within the overall budget.
4. Negotiating technical support, researcher, artists, curatorial, musicians, writers, cultural producers and copyright contracts; develop and maintain good working relationships with and respecting their rights as partners, technical support and creative producers.

Promoting HEDAC and its programs in the media and to the general public by:

1. Developing and maintaining the professional liaison with all levels of government, labour organizations, arts, heritage, cultural, aboriginal, community based organizations and

individuals and partners who work with HEDAC and delegating other staff members to represent HEDAC when appropriate.

2. Attending events to serve as HEDAC's representative and introduce guest speakers.
3. Approving all major promotional copy and design circulated in the name of HEDAC and approving media releases.
4. Speaking or lecturing on request.
5. When appropriate, serve as a consultant to other community cultural, arts, social and human services, environment and labour groups.
6. Give media interviews on request.
7. Write for HEDAC publications as necessary.

STATEMENT OF QUALIFICATIONS

Education/Experience:

The candidate will be an individual who has a Post-Secondary education in Business Administration or equivalent degree with a combination of a minimum of three to five years of relevant experience. It is necessary that the candidate is proficient in the use of computers, word processing, database and Outlook software. This position requires an individual who has previous experience in providing programming design, delivery and community development. The successful candidate must have access to transportation to fulfill the duties of the position, as required.

Knowledge/Abilities/Personal Suitability:

1. Knowledge of office administration practices and procedures;
2. Excellent communication skills; written and oral;
3. Excellent interpersonal and problem solving;
4. Ability to plan and organize work and function effectively with minimal supervision;
5. Ability to maintain professional standards and to handle confidential matters appropriately;
6. Demonstrated knowledge of Indigenous, culture, traditions and language;
7. Demonstrated ability in working with Indigenous people, communities and organizations;
8. Indigenous descent preferred;
9. Ability to speak an Indigenous language and/or French a definite asset.

Salary range: \$70,000 @ 35 hrs/week x 52 weeks/year

Interested parties can submit application materials to Interim Administrator, Katelyn Knott at knottk@mcmaster.ca

Deadline: Friday, July 20th, 2018 at 4PM