SHARE Family & Community Services Society has the following employment opportunity:

**Supervisor – Community Programs, Regular, Full-Time**

**Posting Date:** November 30, 2021  
**Location:** 3020 Lincoln Avenue, Coquitlam  
**Hours:** 35 hours per week  
**Start Date:** Immediately  
**Salary/Classification:** $36.33 - $44.11, JJEP Grid Level 14, market adjusted rate.  
This is an HSA Bargaining Unit Position and requires Union membership.

Under the direction of the Director of Programs and Services, the Community Programs Supervisor is responsible for the day to day operation of the agency’s community programs.

**Summary of Responsibilities:**

- Supervise the community programs staff. This includes planning, orientation, monitoring, regular supervision, consultation, annual performance reviews, recommending and coordinating training, and approval of time and expense records, approval of sick and vacation time.
- Conduct all human resource activities within the guidelines of the Agency Personnel Policy Manual and the Collective Agreement. Ensure that staff have access to these agency documents and are in compliance with them.
- Review and monitor service and activities to ensure that goals of persons and communities served, program goals and contract requirements and outcomes are being met and appropriate service/activities provided.
- Prepare and maintain budgets for a variety of programs.
- Develop and maintain positive working relationships with community members, families, funders, donors, collateral community groups. This will include participation in committee or other community organizational work.

**Qualifications and Skills Required:**

- Diploma in social work, community psychology or related field;
- Minimum of 3 years community program related experience;
- Demonstrated leadership skills and administrative expertise;
- Experience in program development and problem solving;
- Strong organizational and communication skills.

**Forward resume & cover letter stating posting #2021-053 to:**

Gina Hortelano, Director of Programs & Services | gina.hortelano@sharesociety.ca

**Closing Date:** December 10, 2021

SHARE recognizes the systemic discrimination that Black, Indigenous, Persons of Colour and many other groups have historically experienced, and continue to face in our society, and in our community. SHARE is committed to being an inclusive, welcoming and unbiased employer and service provider. Further, we are encouraging members of these communities to apply for this position. Please feel free to let us know if you carry any of these identities.