Job Title: Manager, Early Years Services

Status: Permanent, Full Time
Hours: 37.5 hours per week

Start Date: ASAP

Date Posted: November 24, 2021
Closing Date: open until filled

Please note that internal applicants must apply by December 1, 2021, internal applications received after this date will not be considered as internal and seniority will not apply – position will remain open until filled.

The Opportunity

DIVERSeCity Community Resources Society is currently seeking applications from qualified candidates for a regular, full time position: Manager of Early Years Services. Reporting to the Senior Manager of Health Promotion, the Manager of Early Years Services is responsible for the effective and efficient delivery and administration of the Early Years portfolio of programs, including the First Steps Early Years Refugee Program, and other outreach and parenting program contracts. Funders include the federal and provincial governments. The programs in this portfolio are characterized by stacked funding models and integrated program delivery with multiple partners.

- The successful candidate must exemplify dynamic leadership, an unwavering passion for the well being of children and families, and excellent track record in program management.
  - As a dynamic leader, you are willing to challenge traditional power dynamics and commit to an adaptive leadership model that values power sharing within the team. You work closely with your team to ensure that their voices, knowledge, and wisdom are considered and included in the decision-making processes, whenever possible. You value evaluation and a continuous feedback loop with clients to ensure programs are relevant, responsive, and client-centred.
  - As an advocate for children and families, you are passionate about supporting healthy child development for young children and their families through wraparound, culturally responsive programming. You are excited about spaces that encourage learning through all of the senses and promote the inclusion and celebration of diverse cultures. You recognize that children are at the centre of families, communities, and children’s programming. You are willing to challenge authoritarian principles that value the power of adults over children.
  - As a program manager, you are able to manage the day-to-day operations of the programs in collaboration with your team. You are experienced in managing contracts from various funders and can monitor financial expenditures closely with the Finance
Team. You are able to assist in the preparation of proposals and grant applications to grow innovative programs and services for families. You ensure that the delivery of programs and services comply with the Collective Agreement, Society policies and procedures, and all contractual obligations.

Qualified candidates will possess:

1. A university degree in social science and/or relevant post-secondary training and/or experience in early childhood development programming, family counselling, or human rights/refugee resettlement.
2. Proven program development experience, with knowledge of federal and provincial funding sources.
3. 3 years’ experience working in a community based non-profit society with preference given to managing cross-sector collaborative programs and initiatives or experience with an immigrant settlement agency.
4. 2 years’ experience in program management.
5. A minimum of 1 year supervising multidisciplinary teams, preferably within an unionized environment.
6. Experience with budget forecasting and expenditure monitoring.
7. Excellent problem solving ability, communication skills, discretion and judgement.
8. The ability to work collectively in a team environment.
9. Strong English language written skills.
10. Strong organizational, time management, computer (MS Office, Teams) skills.

Preference will be given to candidates who have:

- Experience managing IRC funded settlement contracts.
- Experience leading culturally responsive programs to support refugee and migrant families with young children.

Candidates must be willing to work some evenings and weekends, as needed. A BC Driver’s License and access to personal vehicle a definite asset. Knowledge of Surrey, North Delta, White Rock, and/or Langley communities a definite asset.
APPLICATION REQUIREMENTS:

To apply, please upload your resume and cover letter as separate attachments. Please note that only Word or PDF formats can be accepted. As part of the application process, you will be prompted to complete a short questionnaire. Please ensure all questions are answered.

To view all opportunities at DIVERSEcity visit www.dcrs.ca/work-with-us/.

Additional Information:

This position is based in our Surrey office and offers a blend of in-office and remote work. DIVERSEcity has implemented new safety procedures for in-office and in-person work, to view our safety plan, please visit www.dcrs.ca/news/diversecity-covid-19-safety-plan/. As an organization we continue to monitor public health and safety guidelines in order to maintain a safe working environment for DIVERSEcity’s staff, clients, and community. This position is not available for sponsorship, only candidates legally entitled to work in Canada can be considered.

A comprehensive job description will be provided to all candidates shortlisted for interviews.

DIVERSEcity is committed to employment equity and encourages applications from people of all gender identities and expressions, persons with disabilities, Indigenous peoples and visible minorities. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact our HR department at hr@dcrs.ca. Any personal information provided will be maintained in confidence.

About DIVERSEcity:

DIVERSEcity Community Resources Society is a registered charity devoted to helping newcomers. For 40 years we have focused on providing specialized services newcomers to find employment, learn English, find housing, deal with family challenges, work through mental health issues and access medical care. DIVERSEcity is a client-centred organization committed to quality and accountability. We value growth, respect, integrity and compassion. To learn more about DIVERSEcity visit us at www.dcrs.ca/.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.