

July 10, 2023

Program Manager - Youth Violence Prevention Program

Job Summary: We are seeking a dedicated and experienced Program Manager to oversee our Youth Violence Prevention Program. As the Program Manager, you will be responsible for designing, implementing, and evaluating initiatives aimed at reducing youth violence and creating safer communities. This position requires strong leadership skills, excellent project management abilities, and a deep understanding of the social and psychological factors contributing to youth violence. The ideal candidate will be passionate about youth development, possess strong communication skills, and have a proven track record in program management. The role of the Youth Violence Prevention Program Manager is to lead and coordinate city-wide efforts to prevent and reduce youth violence. This includes developing and implementing strategies and programs, collaborating with community partners and stakeholders, and engaging youth and families.

Employment Type: Four days a week (7 hrs/day or 28 hours/week)

Compensation: \$28/hr

Deadline to apply: July 20, 2023

The Program Manager will report to the Executive Directors of Jane Alliance Neighbourhood Services and Black Creek Youth Initiative and will work closely with other members of both organizations' leadership team.

Responsibilities:

1. Program Design and Development:

- Develop and implement a comprehensive youth violence prevention program, aligning with program goals and objectives.
- Conduct thorough needs assessments to identify target populations, risk factors, and potential interventions.
- Collaborate with internal stakeholders and community partners to design evidence-based strategies and initiatives.
- Ensure program activities comply with relevant regulations and legal requirements of the City of Toronto.

2. Project Management:

- Develop and maintain a detailed project plan, including timelines, milestones, and deliverables.
- Oversee program implementation, ensuring that activities are carried out effectively and efficiently.
- Monitor program progress, identify potential issues, and take proactive steps to address them.
- Coordinate and allocate resources to support program activities, including budget management.
- Coordinate all program components: Mental Health and Wellbeing Services, Life Skills Development, After-School Drop-in Programs, Youth Lounges and Employment Services
- Supervise program staff and volunteers, providing guidance and support as needed.

3. Community Engagement and Collaboration:

- Represent JANS and BCYI and participate in the city-wide Youth Violence Prevention Network
- Establish and maintain partnerships with community organizations, schools, law enforcement agencies, and other stakeholders to enhance program effectiveness.
- Facilitate community forums, workshops, and meetings to raise awareness about youth violence prevention.
- Foster collaborative relationships with key individuals and organizations working in the field of youth development and violence prevention.
- Represent the program at relevant community events, conferences, and meetings.

4. Program Evaluation and Reporting:

- Develop evaluation frameworks and tools to measure program outcomes and impact.
- Collect and analyze program data, generating regular reports to track progress and identify areas for improvement.
- Use evaluation findings to refine program strategies, adapt interventions, and implement best practices.
- Prepare and present comprehensive reports to stakeholders, including funders, EDs, board members, steering committee, and community partners.

5. Program Marketing and Communication:

- Develop marketing and communication strategies to promote the program and its achievements.

- Create compelling content, including newsletters, press releases, and social media updates, to raise awareness and engage the community.
- Collaborate with the marketing and communications team to ensure consistent messaging and branding.

Qualifications:

- Bachelor's degree in social work, psychology, public health, or a related field and experience.
- Proven experience (minimum 3-5 years) in program management, preferably in the field of youth development or violence prevention.
- Understanding of Safe TO: Toronto's Ten-Year Community safety and Well-being Plan.
- In-depth knowledge of youth violence prevention strategies, risk factors, and evidence-based interventions.
- In-depth knowledge of the root causes like poverty, unemployment, discrimination, lack of social support, mental health issues, drug use, bullying, and exposure to violence.
- Strong project management skills, with the ability to plan, organize, and oversee multiple initiatives simultaneously.
- Excellent communication and interpersonal skills, with the ability to build effective partnerships and engage diverse stakeholders.
- Demonstrated leadership abilities, including the supervision and support of program staff and volunteers.
- Experience in program evaluation and data analysis, with proficiency in relevant software and tools.
- Familiarity with grant writing and fundraising techniques.
- Ability to work collaboratively as part of a team and independently with minimal supervision.
- Knowledge of local community resources and services related to youth development and violence prevention.

Interested candidates are required to send a cover letter and a resume to: info@janealliance.com. Please do not call. If you are invited for an interview, you will generally be contacted within a week.