

## **Program Manager**

### **a) The Role of the Program Manager**

As an employee of Paintearth Adult Learning, the Program Manager provides leadership, administrative services and coordinates Adult Learning courses on behalf of the organization.

### **b) Main functions:**

Provide visioning and leadership for Paintearth Adult Learning, research and identify services and acquire funding for said services for the communities within the County of Paintearth No. 18.

### **c) Reports to:** Board of Directors

### **d) Duties:**

- i) Allocate material, human and financial resources to implement organizational policies and programs; formulate and approve promotional campaigns.
- ii) Provide direction, define priorities, coach, mentor and supervise all staff and volunteers.
- iii) Supervise and co-ordinate the work of the staff.
- iv) Represent the organization in negotiations or other official functions.
- v) Prepares the operating budget and maintain inventory and budgetary controls.
- vi) Assemble data and prepare periodic and special reports, manuals, correspondence and proposals, which includes reporting on grants.
- vii) Expanding service base to the community and locate / obtain appropriate funding.
- viii) Attend, coordinate, schedule and set agenda for all Paintearth Adult Learning meetings with Chair.
- ix) Assist and advise Paintearth Adult Learning in all aspects of program decision-making and management.
- x) Attend Adult Learning and Literacy workshops, conferences, seminars and regional meetings in Alberta. Stay current on developments in all areas of adult learning as provided by Paintearth Adult Learning and for personal development within those service areas.
- xi) Provide basic office equipment maintenance (load software, conduct security checks, and printer maintenance).
- xii) Be flexible and adaptable to meet the business needs of Paintearth Adult Learning.

**e) Working conditions:**

- i) This is a service-driven administration position with community visibility.
- ii) The job is to be done in an average of 20 to 25 hours per week over 48 weeks.
- iii) The 20 to 25 hours per week are to be at either the Coronation or Castor office whenever possible.
- iv) The Program Manager must be able to work independently and with a regular flow of interruptions during office hours.

**f) Employment requirements**

- i) Several years of experience as a middle manager.
- ii) Must provide a negative “Vulnerable Sector Search” report.
- iii) Proficient spoken and written English.
- iv) Punctual, meticulous and reliable, professional conduct.
- v) Courteous manners with the public.
- vi) Must have or be willing to complete and maintain a valid First Aid and CPR certificate within one year of employment.
- vii) Good computer skills. Proficiency with MS Office.
- viii) Must provide own transportation.