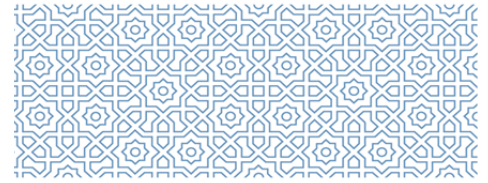




Balmoral Aid and Support Services

Role: Program Director



Program Director – Career Ready, Future Ready

Balmoral Aid and Support Services (BASS) is a registered not-for-profit agency dedicated to connecting newly arrived refugees and immigrants to Canada with community supports and resources to help establish themselves and to flourish in their new home. BASS works closely with the extensive and rigorous volunteer and staff structures of the Future Ready Initiative (FRI) and the Ismaili Council for Canada.

Role

The purpose of this position is to provide strategic leadership and management of Career Ready, Future Ready (CRFR), ensuring the successful delivery of program objectives and outcomes. The Director will lead and manage the CRFR project, aimed at enhancing skills and employability among underrepresented populations in Ontario. This role involves strategic planning, team leadership, program management, financial oversight, stakeholder engagement, and compliance. The Director will ensure the program's alignment with BASS' mission, oversee its successful execution, and report to the President. The ideal candidate will have a background in social work, education, or business, with experience in non-profit program management, experience managing and reporting on large grants, and a deep understanding of the challenges faced by the target communities.

Please note: this is an anticipatory position and is contingent upon funding. The hiring for this role will proceed subject to confirmation of program funding. This is a contract position (1 year), with the possibility of extension.

Program Description

Project Career Ready, Future Ready aims to empower underrepresented groups in Ontario by enhancing their employability. It focuses on providing essential skills training, vocational training in high-demand sectors, and support for job placement. The program targets youth, women, racialized individuals, and at-risk communities, including newcomers and immigrants. The key activities include employer-led skills development, projects serving underrepresented groups, and comprehensive support services. The program seeks to improve employability skills, employment opportunities, financial stability, and workforce diversity.

Key Responsibilities (not exhaustive)

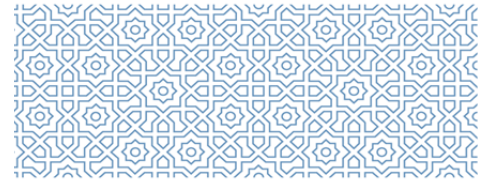
- **Strategic leadership:** develop and implement the strategic vision for the program in alignment with BASS' mission and goals.
- **Program management:** oversee program planning, implementation, monitoring, and evaluation. Ensure activities are on track and meet set targets.
- **Stakeholder engagement:** build and maintain relationships with key stakeholders including funders, partners, community organizations, and participants.
- **Team leadership:** lead, manage, and develop the program team to achieve excellent performance.
- **Financial management:** oversee the program budget, ensuring efficient use of resources and compliance with funding requirements.
- **Reporting and compliance:** ensure timely and accurate reporting to stakeholders and compliance with all legal and regulatory requirements.
- **Risk management:** identify and mitigate risks associated with the program.





Balmoral Aid and Support Services

Role: Program Director



Candidate Profile

- Appreciation and knowledge of cultural diversity/experience working with newcomers.
- Excellent communication and stakeholder engagement abilities.
- Experience in budget management and reporting.
- Knowledge of the labour market and employment challenges faced by underrepresented groups.
- Proven experience in program management, preferably in a non-profit or community service setting.
- Relevant tertiary qualification in Social Work, Education, Business Administration, or a related field.
- Strong analytical and problem-solving skills.
- Strong leadership skills and experience managing diverse teams.
- Strong organizational and time-management skills, with the ability to manage multiple tasks and priorities.

Performance Standards

- Conduct business according to highest levels of confidentiality and privacy.
- Demonstrate a high level of administrative and IT capacity.
- Demonstrate a high level of initiative and enthusiasm.
- Encourage a culture of team conversation and trust.
- Ensure honest, open and accurate communication.
- Ensure that professional approach is aligned with organizational values.
- Keep all team members up to date about relevant information.
- Maintain a positive working relationship with all staff and volunteers.

Minimum Requirements

- Candidate must already have legal authorization and documentation to work in Canada.
- Completed background check (Vulnerable Police Reference Check Clearance).

Location

- Based in Ontario (hybrid work environment).

Reporting

The Program Director will report to the President of BASS and will work closely with the senior leadership of partner institutions. The Program Director will also provide regular updates to executive leadership as needed.

Application

Please submit your CV and cover letter, along with three (3) references to: careers@balmoralaid.ca. Applications will be reviewed on an ongoing basis.

We sincerely thank you for your interest in working with BASS. Please note that only shortlisted candidates will be contacted for the next step in the selection process.

