

**Title: Program Manager – Ontario Leadership Educational Centre**

**Start Date: March 2023**

**Term: Renewable Annual Contract (Flexible hours and remote working arrangements)**

**Compensation \$54,000**

**About Ontario Educational Leadership Centre**

For the past 75 years, OELC has offered transformational leadership programs to youth across Ontario. We empower youth to develop leadership strength and skills, inspiring them to be agents of change in their community and beyond. OELC believes that our youth can and do make a difference – both today and tomorrow. We create an environment that fosters curiosity, reflection, and growth, and provides young people with opportunities to learn about themselves and others. We achieve this through specifically designed leadership programs that are highly engaging and full of FUN!

**OELC is embarking upon an ambitious plan to reinvent and expand its programs on multiple sites and develop new audiences and structures to ensure it stays relevant for the next 75 years.**

**Job Description:**

OELC is looking for a Program Manager to work alongside the Managing Director to plan and implement new and existing OELC leadership programs. This individual should understand the not-for-profit sector, be highly motivated and committed to collaboration and the overall success of OELC. The successful individual will play a key role in supporting the general operations of the organization, the work of the Managing Director and communications between internal and external stakeholders. Demonstrated superior organization, problem solving and communication skills as well as the ability to exercise sound judgment, prioritize tasks and work independently with a high degree of accuracy will be required in this position.

**Job Qualifications:**

- 2-3 years of management experience
- 2+ years of social media management and digital marketing management
- Data base/website proficiency: interpreting and presenting data
- Experience creating newsletters
- Experience in administration of operations; preference given to those with a background in supporting youth focused organizations or recreational organizations
- Demonstrated ability to work professionally with the public with a commitment to quality service and best practice
- Strong organizational, written, and oral communications skills
- Demonstrated ability to work independently and meet deadlines
- Ability to use and learn computer applications (e.g., MS Office Suite, Word Press, Google Docs, Canva, Adobe Creative Cloud etc.)
- Strong planning and time-management skills
- Proven ability to work collaboratively in a team environment

**Job Responsibilities:**

- Acts as the first point of contact for all email and telephone inquiries
- Coordinate the intake and application process for OELC leadership courses
- Provide follow up to registrants with relevant OELC pre-course information
- Responsible for website updates, social media content and digital marketing under the direction of the Managing Director
- Support for program staff
- Establish professional working relationships with key partners, educational executives, private and public schools, program staff, etc.
- Manage existing contracts for established programs and seek out opportunities for future programs for OELC (i.e., new partners for OELC on Location)
- Assign accommodations, develop section teams, prepare required lists for each course
- Ordering and maintaining all OELC merchandise
- Coordinating bursaries for OELC

Will require flexibility in working hours and travel (Spring & Fall)

To express interest in this exciting opportunity, please email your **cover letter and resume** by

**March 1<sup>st</sup>, 2023** to [executivedirector@oelccaso.com](mailto:executivedirector@oelccaso.com) to the attention of Laura Sparks.

OELC is committed to ensuring our recruitment, selection and work environment is inclusive and barrier free. At OELC we celebrate and welcome diversity. If you are invited to attend an interview and require accommodation, please advise us in writing in advance of our meeting. Information received relating to accommodation will be addressed confidentially.