

DIRECTOR OF PROGRAMS

About John Howard Society of Victoria

John Howard Society of Victoria is a non-profit, social service agency in Victoria, British Columbia. It is a growing and innovative organization that strives to create safe, healthy, and inclusive communities for everyone. Our goal is to help youth, adults, and families achieve greater independence by providing support with housing, life skills, education, employment, and community-based services.

About the Role

The John Howard Society of Victoria is looking for a dynamic, creative, driven leader who thrives in effective program management, organizational growth, and development, and has strong management skills. Reporting to the Executive Director, the newly created position will be responsible for all aspects of program management, growth, and development. The Director of Programs will also lead a management team to support this work across the organization.

What You Will Be Doing

- Program oversight – managing programs and delivering great service to our vulnerable sector clients.
- Program development – continuing to improve programs and identifying opportunities to develop new programs.
- Contract management – putting processes in place to support programs in achieving contract deliverables and delivering on the outcomes and results required by funders.
- Leadership – supporting and overseeing the management team as they execute program delivery and motivate staff.
- Funding opportunities – working with community partners and stakeholders to research and secure new sources of funding for existing and new programs, including grant and proposal writing.

What You Will Need

- University degree in Business Management, Leadership, or Project Management, or a combination of equivalent related education and experience.
- Minimum of 3-5 years of senior leadership experience.
- Experience working with or a strong understanding of serving vulnerable populations.
- Advanced expertise in MS office suite.
- Excellent verbal and written communication skills.
- Big picture thinker, innovator, and problem solver.

Work Expectations

- Ability to provide clear criminal and vulnerable sector background checks.
- Valid Class 5 Driver's license with access to a vehicle.

Application Information:

The complete job description can be found below. If this dynamic opportunity within a growing non-profit organization sounds like a great fit for you, please apply with your resume and cover letter.

This posting will remain open until **11:59 pm PST on September 20th, 2022.**

We look forward to hearing from you and connecting with you!

JHS is an equal opportunity employer, values diversity of people and communities, and is committed to excellence and inclusion in our organization. We actively seek applications from diverse backgrounds, abilities, genders, sexual orientations, and ethnicities to apply. If contacted for an employment opportunity, please advise if you require accommodation at any stage of the recruitment process.

We thank all those who apply but only those applicants who are selected for an interview will be contacted.