

### **Program Manager**

Prospect, one of Alberta's most innovative and leading non-profits, is seeking an experienced Program Manager to lead our newest initiative, **The Worx**. Your approach to leading teams and projects is highly innovative, creative, dynamic and collaborative.

As Program Manager you will lead and develop a project that will result in a more fully integrated workforce in Calgary and address issues facing the labour market and people with disabilities. You will provide leadership and direction to the project team and will oversee career employment information services for people looking to enter the workforce or further their education/training goals related to employment, including operation of a Business and Resource Centre.

Responsibilities include project management, team management, planning, stakeholder engagement, and coordinating a Business and Resource Centre for persons with disabilities. You will ensure that the project meets the outcomes and objectives of all stakeholders involved, and that quality services are being delivered.

#### **KEY RESULT AREAS INCLUDE:**

- Meet Outcomes and Performance Standards Set for the Project
- Implementation and Development of Service Design
- Effective Operation of Business and Resource Centre
- Maximum Service Utilization
- Integrated Workforce Development
- Leadership and Project Management
- Stakeholder Engagement

#### **QUALIFICATIONS:**

- Demonstrated experience and success in Team and Program Management.
- Understanding of Calgary labour market, workforce initiatives
- Understanding of Government funded contracts
- General understanding of Human Resources
- Knowledge of Calgary's Disability Community and issues faced by people with disabilities in employment and education
- Knowledgeable in operation of Assistive Technology
- Excellent presentation, written and verbal communication skills
- Experience operating a Business and Resource Centre
- Experience using a website to maximize service utilization
- Proven ability to manage details with a strong focus on quality and outcome achievement
- Proficient in Microsoft Office suite, contact management

- Bachelor's Degree

**HOW TO APPLY:**

Interested applicants are invited to submit a resume and cover letter by e-mail, quoting reference #WWPM-015 in the subject line, on or before December 18, 2009 to [careers@prospectnow.ca](mailto:careers@prospectnow.ca).

All applicants must be legally entitled to live and work in Canada, and only those applicants selected for interview will be contacted. No phone calls please.