

Job Posting: Program Manager

Competition Number:	EC-20218-SK
Type:	Internal & External – Full-Time (Indeterminate)
Hours of Work:	40 hours per week (Monday through Friday from 8:30 a.m. to 5:30 p.m.)
Compensation:	\$55,000 annually
Program & Location:	Seksik Early Care & Learning Centre – Downtown Eastside
Deadline:	Open until Filled

About Us:

Atira Women's Resource Society, an award-winning nonprofit organization known for its inclusionary hiring practices and where a job is more than a pay cheque. We offer the opportunity to work alongside a remarkable group of women working to make the world a more just place, one woman, one child, one home, one job at a time.

About the Job:

We are offering an exciting opportunity to become part of a passionately dedicated and skilled group of women who provide an accountable and professional yet politically driven service to women and children affected by violence. Reporting to the Director, Early Years & Family Well-Being, the Program Manager at Seksik Early Care and Learning Centre is responsible for planning, executing, and assessing developmentally appropriate activities and experiences that promote the well-being of each child and that respect and reflect the diverse needs of the children. She individualizes the curriculum and ensures that all activities are accessible and the child care environment is healthy and safe for all children. Additionally, the successful incumbent will provide guidance of children's behavior that encourages positive self-concept, positive communication with enrolling parents/ legal guardians, and contributes to the ongoing operation of the centre. She will supervise and support front line and custodial staff, as well as ensure effective program/service delivery consistent with Atira's mandate, philosophy and policies, as well as our legal, contractual, budgetary and other requirements; and develop long-range program plans that meet Atira's goals and objectives.

We are committed to hiring women who reflect the women who access our services and the communities in which we work and because this is a program specifically for First Nations, Metis and Inuit children, hiring preference will go to First Nations, Metis and Inuit women.

About You:

You are a feminist, passionate about the work of ending violence against women and children. You embrace Atira's mission, vision, values and philosophy. You have a well-developed understanding of and commitment to anti-oppression work and intersectionality. You are familiar with colonialism especially as it applies in Canada and you understand the impact of the residential school system. You are committed to working with women who are struggling with substance use and or mental wellness and understand and are comfortable working within a harm reduction environment. You support women who choose abstinence, but understand abstinence is just one option for women struggling with substance use. Your definition of woman includes transgender, two spirit and intersex women and individuals whose gender expression is femme. You are sex worker positive. You have significant experience as a front-line support worker working with women affected by violence/abuse, combined with relevant education and or skill-based training. Lived expertise is an asset, as is living in the community in which you work. Atira strives to hire staff who reflect the women we serve.

You Also Have:

- Proven initiative, judgment, decision-making and problem-solving capabilities
- Ability to prioritize and meet tight deadlines in a dynamic environment
- Proven ability to develop and maintain rapport with women, children, your co-workers and other stakeholders
- Experience as an Early Childhood Educator or equivalent is required
- An Early Childhood Educator license to practice is required
- An Infant and Toddler certificate is an asset
- Experience working with infants, toddlers and children with complex needs is an asset
- A valid child oriented First Aid certificate is required
- Physical ability to perform the duties of the position and carry out heavy cleaning duties

Additional Requisites/Assets:

- Food Safe Certificate is an asset
- Special Needs Certificate an asset
- Non-Violent Crisis Intervention Certificate is an asset
- All positions are subject to a criminal records review (Submitted by Atira)

You question actions inconsistent with our values and you treat everyone with fairness and respect independent of their status or disagreement with you. You expect great things from yourself and your co-workers. You inspire others with your passion for women's anti-violence work and your eagerness for excellence. You contribute to an environment where women can flourish and grow and you seek what is best for women, rather than what's best for you or your team. You challenge the status quo to improve quality and sustainability and you take smart risks and make tough decisions without agonizing.

Application Process:

Applications should be emailed to jobs@atira.bc.ca **Please quote the Competition Number in your email subject line and provide a cover letter with a current resume describing how you meet or exceed the above-noted qualifications.** Resumes with a Cover Letter unique to Atira are guaranteed a review. Candidates who lack the experience and qualifications set out in the posting may not be considered, although an exceptional cover letter and transferable skills may overcome lack of experience for some positions. **Please go to www.atira.bc.ca/careers for a current list of postings.**