

# Program Manager

Position Description

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## POSITION PROGRAM MANAGER

**PURPOSE** Empower girls across Canada to build a better world! Manage the implementation of GGC's central girl program while working collaboratively with volunteer members and leading a creative staff team. This role includes strategic, operational and budgetary planning, multi-stakeholder engagement, and program quality assurance.

**ACCOUNTABILITY** Director, Member Experience

## KEY RESPONSIBILITIES

- Lead the exciting national strategy and continuous improvement of GGC's program, available via an online program platform; including all content development, resource design, translation and badging
- Lead and manage a dynamic program team in the development and implementation of an editorial process including research, testing, peer review, design, editing and delivery of content to ensure relevance and process efficacy
- Meaningfully engage with girl and adult members from across the country as well as GGC's research teams to ensure that GGC's girl program is empowering and relevant to the 21<sup>st</sup> century girl
- Oversee all programmatic quality assurance, applying best practices in non-formal education for girls and young women
- Collaborate with in-house program evaluation specialists to measure and strengthen the long-term impact of girls engaging with GGC's girl program
- Work collaboratively with GGC's fund development team to articulate the value and impact of the girl program and activate funding to elevate program experiences across Canada
- Help to articulate the value of GGC's program to parents and other stakeholders
- Collaborate with key stakeholder groups including, but not limited to, volunteers and staff at various levels in GGC; external subject matter expert organizations; evaluation team; volunteer training team; and corporate partners
- Lead the coordination and design of special program initiatives including Chairing the national Programming Committee; WAGGGS international program; and national service projects
- Contribute as a member of the staff management team to the overall achievement of GGC's mission and current strategic plan, and collaborate with GGC's field offices



- Actively participate in strategic, staff, and committee meetings, and provide reporting as required to sponsors, volunteer or staff leaders, or the Board of Directors
- Prepare and monitor departmental budget, and provide projections as needed

#### **You should apply if:**

- You are a creative, highly motivated, enthusiastic person who has a passion for designing non-formal programming for girl empowerment
- You are a strong and strategic leader with 5+ years of management, who can manage highly effective teams, leverage the creativity of others, embrace innovative ways of working, and build exceptional relationships across all levels of an organization
- You have post-secondary or graduate level education in non-formal or formal education, curriculum development, or a related field with complimentary experience
- You have a passion for understanding today's world from the perspective of girls – and for acting quickly, thoughtfully and informed by data – to stay relevant and engaging
- You have experience designing, measuring and articulating the impact of youth programs, and understanding the needs of youth aged 5-17
- You can work effectively and collaboratively across a range of teams, including the ability to work with colleagues in remote offices
- You embody the attributes of our core DNA – welcoming, imaginative, courageous and enthusiastic
- You are creative, curious and passionate about GGC's future
- You are excited by the prospect of rolling up your sleeves and working alongside 20,000 volunteers to deliver on GGC's mission "to be a catalyst for girls empowering girls"

#### **Staff Direct Reports**

- Coordinator, Program Development (writers) (4)
- Editor, Programming (1)
- Graphic Designer (1)

#### **Evaluation**

- Quarterly performance reviews by Director, Member Experience