

JOB POSTING – Program Manager, Emerging Leaders Network

We believe that great leaders build great cities – and to do it well requires a team of great people. Are you a natural connector with big ideas and a desire to get stuff done? Looking for an opportunity to work with some of the most inspiring and passionate rising leaders in the Toronto region? We’ve got the job for you!

AN IMPORTANT NOTE: Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you’re interested in this role but don’t see yourself fully reflected in the requirements of the posting, we still encourage you to apply or reach out to learn more by emailing info@civicaction.ca.

Position Details

Job Title:	Program Manager – Emerging Leaders Network
Position Length:	Permanent
Reports to:	Director – Activation
Salary Range:	\$60K-\$80K with health benefits and 3 weeks paid vacation
Work Environment:	<ul style="list-style-type: none"> While most of CivicAction’s work occurs remotely at present, we are working towards implementation of a hybrid workplace that combines both in-office and remote work. CivicAction’s physical offices are in downtown Toronto and technology will be provided to support both in-office and remote work. This position will involve some evening and weekend work. Time in lieu is granted for evening/weekend work with prior approval from the position manager.
Start Date:	July 2022
Key Skills & Attributes:	<ul style="list-style-type: none"> Strong relationship skills to authentically connect with and maintain strong relationships with volunteers, participants, and stakeholders Strong commitment to equity, diversity, and inclusion including anti-oppression approaches to programming Strong program design and project management skills including ability to plan and deliver relevant, inclusive, and innovative programming and events for diverse audiences Strong communications skills including ability to facilitate conversations and experiences, ability to communicate effectively in both verbal and written formats, and ability to present messages in unique, creative, and inclusive ways Commitment to continuous learning including a strong sense of curiosity, willingness to take on new tasks, and the ability to pivot course when needed
Experience	<ul style="list-style-type: none"> Three or more years of relevant work or volunteer experience is an asset, particularly in the areas of event planning, volunteer management, and/or diversity & inclusion. Interest and/or familiarity with civic/community issues in the GTHA is an asset.

About CivicAction, the CivicAction Leadership Foundation, & the ELN

As one of the premier civic engagement organizations in Canada, **CivicAction** leverages nearly two decades of experience and a network of thousands of stakeholders across sectors to act on the most pressing challenges facing the Greater Toronto and Hamilton Area and beyond. As the charitable arm of CivicAction, the **CivicAction Leadership Foundation** provides high impact leadership programs that open doors, minds & opportunities for young, emerging, and under-represented leaders in the Greater Toronto & Hamilton Area (GTHA).

The [Emerging Leaders Network](#) (ELN) develops, connects, and activates the GTHA's future leaders. Established in 2006, the ELN is made up of over 3000 rising leaders (including [DiverseCity Fellows](#) alumni) and represents a wide range of ethno-cultural backgrounds, communities, and sectors in the GTHA. ELN programming is informed and supported by an Executive Committee of ~10 volunteers who support the network over a two-year term.

Position Description

In this role, you will work in partnership with the Emerging Leaders Network (ELN) executive team to oversee all elements of program delivery, including the biennial ELNstudio leadership conference. You will be responsible for ensuring that the network delivers high-quality, inclusive, and innovative programming that meets the changing needs of the network, while consistently improving approaches and processes.

Key responsibilities include:

Volunteer Engagement & Program Strategy

- Lead the recruitment and onboarding of ELN co-chairs and executive team members on a biennial basis and serve as key point of contact on all matters related to program delivery
- Provide both logistical coordination and strategic advice/support to the ELN executive team over the course of their term, including agenda-setting and facilitation of meetings and sub-committee meetings
- With the ELN co-chairs, oversee development and implementation of a multi-year strategic plan for the ELN that outlines key programming objectives and suggested tactics
- Provide leadership and oversight over all elements of the program and support the effective ongoing engagement of volunteers, members, and stakeholders

Program Design & Delivery

- Oversee design and delivery of the ELN programming calendar including identification of new opportunities while ensuring alignment with CivicAction goals and activities
- Working with CivicAction's communications team, oversee all communications to and from members (including social media channels and identification of curated opportunities)

- Oversee the design and delivery of the annual ELNstudio leadership conference including selection of theme, design of agenda and workshops, coordination of speakers, brand/communications planning, development and fundraising, evaluation, etc.

Relationship Management

- Actively build meaningful and trusted relationships with program participants
- Manage the volunteer and stakeholder experience related to the program
- Work cross-functionally with the Planning & Development and Communications teams, and provide advice and support to the CivicAction leadership team

Continuous Improvement & Evaluation

- Manage program budget and track key performance indicators related to the program
- Identify opportunities to refine, grow, and scale the program in partnership with the ELN executive team

Other

- Support the delivery of other CivicAction programs and activities as needed
- Contribute to the development of reports that articulate program results and impact (i.e., grant applications and/or evaluation reports, annual reports, etc.)

Our Commitment to Inclusive Workplaces & Inclusive Recruitment

CivicAction is committed to equity and inclusion in our workplace and in our recruitment processes. We encourage applicants of all gender identities and sexual orientations, ages, ethnicities, cultures, abilities, and life experiences to apply. Accommodations are available for candidates taking part in all aspects of the selection process.

HERE'S HOW TO APPLY:

Send your résumé and a cover letter in confidence to careers@civicaaction.ca by **July 3, 2022 at 11:59 EST**. Late applications will not be accepted.

Please ensure the words **"ELN Program Manager"** are in the subject line.

Only candidates selected for an interview will be contacted.

For more information about the organization and our work, please visit <https://www.civicaaction.ca/> and <http://leadership.civicaaction.ca/>.