



Program Manager – JA Ottawa

Consider joining the dynamic and creative team at the Ottawa Network for Education.

The Ottawa Network for Education (ONFE) is a non-profit charitable organization that develops innovative collaborative programs to enrich public education in Ottawa. Working with partners from business, education, government and the community, ONFE has launched over 40 programs since its inception in 1985. ONFE also acts as a catalyst for discussion and collaborative action around local education issues.

If you care deeply about our community and helping students achieve their full potential, consider joining us!

ONFE is proud to partner with JA Canada to deliver JA programs in Ottawa.

Junior Achievement Canada (JA) is a non-profit organization that provides business education to youth. The mission of JA is to inspire youth to make better financial decisions, start a company, develop a career plan and express their innovative spirit.

JA Program Manager – Middle school

We are looking for an enthusiastic and energetic team player to support the JA Ottawa team.

Key Responsibilities:

- Train and support teachers and volunteers
- Recruit volunteers and promote JA programs in the schools and community
- Develop educational resources for volunteers, educators and parents
- Liaise with central school board principals and teachers to promote JA programs
- Manage logistics and oversee delivery of JA programs in anglophone and francophone schools
- Create processes and resources to support program sustainability and growth.
- Evaluate program outputs and outcomes
- Organize workshops and events related to the program.
- Support the communications and social media strategy.

Required Skills/Experience

- Bilingual (English and French) with excellent communication skills in both languages

- Three years of experience developing and managing programs / projects
- Post-secondary degree or diploma in education, business, career development or related field
- Experience managing volunteers
- Ability to multitask and prioritize
- Excellent interpersonal skills
- Strong problem-solving skills
- Strong organizational skills and attention to detail
- Workshop facilitation and public speaking experience
- Strong computer literacy skills; including Microsoft Office Outlook, Word, Excel and Power Point as well as Google products (Google + and Drive)
- Demonstrated ability to work independently and as part of a team;
- Valid driver's license and access to a vehicle
- Experience working with school boards in a staff or volunteer role (desirable).

Employment is conditional on a satisfactory Police Records check, which is required within two weeks of acceptance of an offer.

This is a part-time contract position, 25-30 hours per week from February 2019 to December 2021 (with 6 weeks of unpaid leave annually in July and August). Some evening work is required for training and/or event support. A reliable vehicle and a valid driver's license are needed for travel within Ottawa area. Salary will be commensurate with experience and education.

Interested candidates may submit a resume with cover letter to hr@onfe-rope.ca.

The application deadline is 4:00 p.m. on Wednesday, January 9, 2019. Competition will remain open until the position is filled.

We thank applicants for their interest, however, only those selected for an interview will be contacted. To learn more about the Ottawa Network for Education, please visit our website at <http://www.onfe-rope.ca>.