



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Program Manager – Crossroads House

Transitional Services

Job Purpose

Crossroads House offers support, alternatives and hope to children involved in prostitution and at risk of sexual exploitation. As the Program Manager, you are responsible for the overall operation of the Crossroads Program at Crossroads House.

Duties and Responsibilities

Management and Leadership

- Recruit, train, and supervise program supervisory personnel.
- Facilitate communication of program information and knowledge both internal to the organization and with external stakeholders and funders.
- Participate in and advocate for the development of social policy, service delivery systems, and/or adequate resources to respond to the needs of individuals involved or at risk of prostitution, and promote and maintain collaborations with other individuals and organizations to create long term solutions to prostitution.
- Provide additional support to the program as needed, which may include front-line staff coverage.
- Other duties as delegated by the Director, Transitional Services.

Administration

- Adhere to appropriate legislation and to E4C HR Policies and Procedures.
- Prepare and manage program budgets.
- Direct and authorize program expenses including employee payroll, benefits, petty cash, and direct client costs.
- Address program funding through long term planning, proposal development and liaison with funders / donors.
- Develop, implement and evaluate program policies, philosophies, strategies, objectives, activities, and new services/programming in response to emerging needs.
- Prepare for and ensure compliance with accreditation guidelines.
- Other duties as delegated by the Director, Transitional Services.

Qualifications

Preferred:

- Bachelor level degree in a human services field or equivalent (e.g., Social Work) AND four years of supervisory or management experience in the social service sector.
- Security Clearance, Intervention Record Check, Standard First Aid and CPR, and Suicide Intervention certification. Valid Driver's License and operation of personal vehicle required.
- Positive and empathetic attitude. Strong leadership, interpersonal, communication, teamwork and organizational skills. Knowledge and competent with computer applications and financial management.
- Experience in fund development.
- Broad knowledge base of issues of social justice, human and community development and multiculturalism.

Working Conditions

Some shift work may be required however this position is primarily based on standard office hours. This position is required to carry a cell phone.

Salary Scale

Starting: PM I \$45,610 - \$49,820/y plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.