



Available Position: Program Director

Application closing date: **Thursday September 7, 2017 at 12pm PST**

Organization Overview

Founded in 1993, Leave Out Violence (LOVE) BC is an award winning grassroots youth organization with branches in Montréal, Toronto, Vancouver, and Halifax. LOVE works to reduce violence in the lives of youth and in our communities by building a team of youth leaders who communicate a message of anti-violence. LOVE BC was founded in 2000.

For more information and examples of some of our work, please visit our BC website, www.bc.leaveoutviolence.org,

Position Overview

LOVE BC is a small, dynamic, youth-driven organization that supports young people, using an anti-oppressive lens to deliver our media arts, leadership, and violence prevention programs. We are seeking a full-time Program Director (PD) to lead the program team and to continue to build and expand on our successful programs.

The PD position is critical to the success of LOVE. The person must have a strong anti-oppression analysis; understand the intersectionality of privilege and oppression; and be able to connect particularly with Aboriginal, newcomer, youth of colour and LGBTQ2S /or non-binary youth, to ensure they feel safe, included and connected to the LOVE space and programs. The PD must be highly organized and excellent at networking and building connections in the community. The PD needs to have proven strong youth facilitation skills, particularly working with marginalized youth/youth facing multiple barriers, and extensive experience supporting and training other facilitators (both youth and adult). The PD also needs to have excellent program planning, implementation, and evaluation skills.

Working with LOVE is more than just a job; it's a commitment to supporting young people – meeting them where they are at and facilitating their personal growth (as defined by them). The hours can be irregular and may sometimes require weekend or holiday work, and often include afternoon or evening work. While we strive for a 37.5 hours per week, days can be variable and often require flexibility.

LOVE staffs are passionate about supporting youth get where they want to go and building a more compassionate world.

If you think this sounds like you, we encourage you to apply.

Note: LOVE BC's hiring practices reflect the communities we serve. We strongly encourage applications from Indigenous people, people of colour and others facing systemic barriers to employment.

The Program Director is accountable to the Executive Director and the LOVE BC Board of Directors

Required Qualifications/Experience

- ❑ A degree or diploma in a related field (ex. Arts, Social Services) or relevant experience.
- ❑ A minimum of 2 years previous experience successfully and respectfully managing other staff
- ❑ A strong understanding of anti-oppression frameworks and how to create safe and inclusive spaces for all, particularly for youth who face multiple systemic barriers
- ❑ A solid understanding of using a strengths-based approach and its numerous applications
- ❑ A minimum of 4 years practical experience in facilitation and training others in facilitation
- ❑ Documented experience with curriculum development/modification, implementation and evaluation
- ❑ Strong planning and time management skills
- ❑ Peer-support/counseling training and experience
- ❑ Extensive experience working with youth facing multiple barriers
- ❑ Able to connect with and be a role-model for youth, particularly Aboriginal, newcomer, youth of colour, LGBTQ2S /or non-binary youth to ensure they feel safe, included and connected to the LOVE space and programs
- ❑ Able to work week days and/or weekends in either the morning and/or evening
- ❑ Valid First Aid/CPR certification and ASSIT or Non Violence Crisis Intervention Certification

Asset Qualifications

- ❑ Direct experience collaborating with members of different cultural communities
- ❑ Strong technical media skills (e.g., photography, journalism, film, etc.)
- ❑ A solid understanding and experience with motivational interviewing
- ❑ Attention to detail
- ❑ A valid Class 5 (or 4) driver's license

Areas of Responsibility

Priority Area of Responsibility:

- Support youth through crisis/difficult transitions and experiences; connecting particularly youth who identify as Aboriginal, newcomer, or youth of colour; and creating a safe and inclusive space for young people.
- Manage the Program Team, and support them using collaborative models through training, problem solving, scheduling, visioning, etc.
- Network with community partners for the purpose of program expansion, gaining referrals, finding co-funding opportunities, etc.

Programming:

- Create and/or modify/update, within the constructs and guidelines of the LOVE brand, all programming
- Responsible for the management and delivery of all LOVE BC programming.
- Recruit and manage program staff
- Primary contact and supervisor for all the youth
- Collaborate with Executive Director to create programming budget
- Follow the Program Budget as requested by the Executive Director
- Maintain communication with all programming and project partners
- Maintain active relationships with youth in LOVE programs (e.g., MAP, MAP-INC, and Leadership Programs)

Fundraising/Community Development/Public Relations:

- Act, along with LOVE youth representatives, as the "face" and spokesperson of LOVE BC
- Establish new relationships with potential donors and youth
- Provide outreaches to the community and to funders

- Share potential leads with the Executive Director and attend meetings
- Ensure youth have adequate training to do outreaches and/or media interviews

Reporting:

- Maintain accurate records for all programming and help develop and implement effective monitoring/evaluation methods
- Maintain accurate records and reporting for all youth
- Provide budget and expense information and recommendations

Staff Management:

- Responsible for the management of all program staff in consultation with the Executive Director. This includes organizing program staff meetings, seeking feedback from staff, evaluation of staff, communication of expectations (e.g., submission of staff hours/invoices and expenses), and identifying appropriate new hires.

Growth Planning:

- Collaborate with the Executive Director on the program goals and needs for the future
- Evaluate programming and put forward recommendations to Executive Director and Board of Directors for future directions and changes

Working Conditions

Open (shared) office, casual working environment, team approach, flexible hours to accommodate attendance at weekend and evening events

Salary

\$42,900 – 43,900 (based on experience) plus benefits for 37.5 hours a week.

Criminal Record Check

As an organization working with youth, the successful candidate's position will be conditional on an acceptable criminal records check.

Anticipated Start Date

Monday September 25, 2017

To Apply

Please forward a **PDF** version of your resume and cover letter to jobs.lovebc@gmail.com with the subject line "**Program Director Position**".

Application closing date: Thursday September 7, 2017 at 12pm PT.

Due to the volume of applicants, **only** individuals selected for interviews will be notified. Interviews will be held on Friday September 14, 2017. Please do not contact LOVE BC to inquire about the status of your application.

More information about us can be found at www.bc.leaveoutviolence.org

LOVE BC's hiring practices reflect the communities we serve. We strongly encourage applications from Indigenous people, people of colour and others facing systemic barriers to employment.