



Program Manager - Saskatoon

Canadian Roots Exchange (CRE) works to bring together Indigenous and non-Indigenous youth to engage in dialogue, and break down walls and stereotypes that divide communities. CRE programming is led by youth, for youth. CRE organizes four main types of activities: reconciliation exchange programs, workshops, conferences, and community events. Programs lead to a greater understanding of Indigenous realities and build stronger connections between Indigenous and non-Indigenous youth.

Job Description:

Canadian Roots Exchange is excited to be recruiting a full-time Program Manager to oversee our programming in Western Canada (British Columbia-Manitoba). The candidate will work out of our Saskatoon-based office alongside existing staff in Saskatoon. The successful candidate will be supporting volunteers across Western Canada, supervising Saskatoon based staff, overseeing Western Canada programming, relationship building, fundraising, and more. This position reports directly to the Co-Executive Directors, and encompasses many different duties. We are hoping to recruit a flexible and versatile candidate.

Duties will include:

- Supporting CRE's Youth Reconciliation Initiative Teams in the design, delivery, and promotions of monthly activities across Western Canada
- Overseeing monitoring and evaluation of programs
- Overseeing planning of exchanges including program, logistics, and community relations
- Coordinating outreach and marketing for CRE programs
- Managing relations with program funders and community partners
- Preparing funder reports and writing funding proposals
- Fundraising for the Canadian Roots Exchange overall and CRE's Saskatchewan office

Candidates should have:

- Minimum post-secondary degree
- Experience in research methodologies and evaluation systems
- Minimum 2 years work experience in a youth programming capacity
- Experience working in First Nations, Inuit or Métis communities/ organizations
- Demonstrated commitment to anti-oppression practices and principles
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders
- Experience in program planning, delivery and evaluation
- Computer literacy – MS Office (required), and Google Docs.
- The ability to manage a diverse workload, prioritize tasks and work both independently and

- collaboratively
- A sense of humour and positive attitude
 - A willingness to work evenings/ weekends on occasion
 - Excellent written and verbal communication skills in English. Knowledge of Indigenous languages, French and other languages are an asset.

Other requirements

- Canadian Roots Exchange is a youth based organization with a commitment to ensuring equitable involvement of Indigenous persons at our board, staff and volunteer levels. Candidates from First Nations, Inuit and Métis communities will be seriously considered and are encouraged to self-identify in a cover letter.
- As a condition of hiring, the successful candidate will be required to submit a vulnerable sector criminal record check.

Salary and Start Date

We hope that the successful candidate will commence in late June 2017. This is a full-time salaried position (40 hours per week). The successful candidate will receive benefits and an annual salary between \$40,000 and \$45,000 per year commensurate with experience.

Application Process

To apply please send your resume and cover letter in either MS Word or pdf format describing your relevant experience and interest in this position. The deadline to apply is midnight on Tuesday, May 30, 2017. Applications and inquiries should have "Program Manager - Saskatoon" in the subject line and be sent to jobs@canadianroots.ca.

Please note that only short-listed candidates will be contacted.

For more information about Canadian Roots Exchange, visit our website: www.canadianroots.ca

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