

Prince George & District Elizabeth Fry Society
Community Social Justice Programs Manager (Exempt – Part Time -16.25 hours a week)
Job Posting

The Prince George & District Elizabeth Fry Society is a leading non-profit employer, and a feminist-centred organization working to serve vulnerable women and families in north-central BC. We are committed to integrity, service excellence, employee development and support, community leadership, and continuous reflection on our practice and our meaning. We like to create energetic and positive work places! As Community Social Justice Manager, based in Prince George, you will be responsible for the oversight of services within the Domestic Violence Unit, Community Based Victim Services in Prince George and Quesnel, and Women's Outreach. This is an exciting opportunity for a versatile, hands-on professional who is both creative and diligent. You will have experience in mental health, community social issues, gender based violence and dynamics of victimization. You demonstrate professionalism, leadership, and best practices with employees, Board members, partners and the public. You will report directly to the Executive Director and be part of a skilled, dynamic leadership team.

We are looking for someone with the following:

- Plan, implement and oversee the day-to-day activities of the program.
- Ensure client service quality standards required by funders and provincial bodies where applicable.
- Facilitate program processes to enhance communication and support effective team development.
- Supervise team by participating in the hiring, orientation, training, coaching and evaluation of employees, volunteers and practicum students.
- Promote community awareness of the program, services and issues related to family and children needs.
- Develop, implement and maintain local coordination protocols with key community stakeholders..
- Maintain accurate up-to-date client records, including documentation of all client contacts, referrals to and consultation with community agencies and professionals.
- Provide narrative and statistical reports regarding service delivery to the Executive Director, funding and regulatory bodies as required.
- Maintain effective relations and communications with key stakeholders such as members, donors, community and provincial organizations, funding bodies and prospective sources of revenue.
- Experience working within a unionized environment.
- Relevant experience in non-profit environment or human resources an asset.
- Demonstrated understanding of and commitment to the philosophy and mission of the Elizabeth Fry Society.
- Demonstrated ability to manage complex information and workload while meeting timelines and standards.
- Self-starter, able to work independently and in groups, demonstrated ability to collaborate effectively.
- Excellent verbal and written communication and comprehension skills, including presentation skills.
- Demonstrated ability to work with initiative, professionalism, using sound analytical and problem-solving skills.
- Demonstrated effective conflict management, mediation, and remediation skills.
- Ability to maintain confidence and exercise good judgment.
- Excellent at thinking critically and logically while identifying the underlying principles, reasons, or facts.
- Strong ability to build and maintain trusting relationships.
- Ability to use appropriate technological resources.

Qualifications: Post-secondary degree in related social services field, 3 years supervisory experience or combination of the above.

Valid BC driver's license and access to reliable vehicle.

You will be part of a rotational on call coverage schedule

Clear Criminal Record Check and Vulnerable Sector Check

Wage: \$50.26 per hour

Closing Date: November 6, 2024

Please submit resume and cover letter to shannon@pgefry.bc.ca We thank all applicants in advance for their interest and only those shortlisted will be contacted.

Diversity, equity and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. PG and District Elizabeth Fry Society encourages applications reflecting diversity of sexual orientation, gender identity or expression, racialization or ancestry, diverse abilities, political and religious beliefs, marital or family status, age and /or status as a First Nation, Metis, and Inuit or Indigenous person and any other equity seeking groups. We wish to reflect the richness of the diverse community of persons we serve.