



JOB POSTING – BRISC-Friendship Centre

Program Lead

The Brantford Region Indigenous Support Centre is now accepting applications for the position of Program Lead.

Employed by the Brantford Region Indigenous Support Centre, responsible to the policies and directions as determined by the Board of Directors of the Centre and under the direct daily supervision of the Executive Director or designate.

Job Summary

The Program Lead is responsible for the coordination and supervision of programs, ensuring they meet their goals and objectives. This position requires a creative and personable individual who is able to manage multiple projects at once including the delivery of coordinated access initiatives and community wellness strategies.

The Program Lead is also required to coordinate with staff with respect to scheduling, delegating, logistics, and budgeting to ensure the successful facilitation of BRISC programs. Other managerial duties may be assigned as required.

Program Lead Duties and Responsibilities:

- Develop and lead program activities and initiatives
- Evaluate programs and make adjustments as needed
- Develop and manage budgets
- Maintain records and documentation
- Coordinate with other departments
- Assist in grant writing and fundraising

Competencies:

Core: These competencies must be exhibited by every employee in the organization. The degree to which they are expected to be exhibited will vary across different roles. Core competencies are a list of behaviours that are a direct reflection of the organization's culture and values.

- Knowledge and a clear understanding of historical and intergenerational trauma of the Indigenous people of Turtle Island;
- An understanding of the issues faced by the urban Indigenous community;
- Knowledge of program development, management, and evaluation
- Proven experience as a Program Lead preferred
- Works cooperatively and effectively with others to reach a common goal, prevents conflict and share resources to encourage symbiotic relationships within the organization;

- Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered; and,
- Takes pride in the work that is accomplished and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed properly.

Practical: These competencies refer to the professional and technical skills, knowledge, industry or related expertise required for acceptable performance. Works in compliance with all applicable health and safety legislation and established policies and procedures.

- Strives to improve results by developing skills and increasing knowledge relevant to the job;
- Ensures work is completed in a way that is conscientious of BRISC's resources;
- Able to create or maintain processes to ensure all relevant information or tools are easily accessible;
- Ability to use sound reasoning when faced with various issues. Has the ability to make quick, effective decisions;
- Able to create or maintain processes to ensure all relevant information or tools are easily accessible; and
- Development of, adherence and accountability to a work plan

Work Conditions:

Flexible hours/schedules that could include occasional weekends and evenings;
 Office setting with tight deadlines;
 Operation of desktop computer and peripherals;
 Extended periods of sitting and/or standing;
 Interaction with employees, management, and the public at large; and,
 Working in a busy office environment with frequent interruptions.

Benefits:

- Extended health and Dental care
- Flexible schedule
- Vacation and Holidays

BRISC is a barrier free work environment in compliance with the Accessibility for Ontario with Disabilities act and the Ontario human rights code. As such, BRISC is committed to making accommodations available to applicants with disabilities, upon request during the recruiting process.

- A clear **Criminal Reference Check** (CPIC) and Vulnerable Sector Search (VSS) will be a condition of the employment offer with BRISC
- Preference shall be given first to applicants with Indigenous decent who possess the requisite skill sets and experience.

To apply email to ed@briscfc.org

- Cover Letter, Resume, and **3 (three) signed Letters of Reference**