

## Job Posting: Program Manager

<b>Competition Number:</b>	<b>VR-19011-EM</b>
<b>Type:</b>	Internal & External - Full-Time (Indeterminate)
<b>Hours of Work:</b>	36 hours per week; Days (Monday through Friday with every second Friday free from work; 8:30 a.m. to 5:00 p.m.)
<b>Compensation:</b>	\$54,900 - \$60,900, depending on education and experience; plus a generous leave, benefits and pension package
<b>Program &amp; Location:</b>	Empress Rooms – Downtown Eastside, Vancouver
<b>Deadline:</b>	<b>Open Until Filled</b>

### The Opportunity:

Reporting to the Director, Residential Programs (Vancouver Coastal Region), the Program Manager, Empress Rooms is responsible for leading the successful operation of the program, including management of staff by interviewing, hiring, supervising, and ensure the appropriate training and feedback to aid support staff in their daily interactions with residents. The Program Manager, Empress Rooms will work with various funders and community partners in selecting tenants, liaise and build meaningful relationships with other organizations in the community, and attending community meetings and fund raising events, and provide one-to-one and group support to women in the program, including ex-residents. In addition, the successful incumbent will provide on-call duties, responding to program emergencies including after hours and on weekends, ensure the timely collection of rent, maintain current and complete resident files and an accurate and up-to-date rent roll, ensure proper management of the annual budget, compile payroll of staff, and ensure maintenance of accurate records, files, log notes and statistical information as per practices and policy. The Program Manager, Empress Rooms brings a minimum (5) five years' experience as a front-line support worker working with women affected by violence and who may also be struggling training with substance use and or mental wellness, poverty, episodic or chronic homelessness and who face multiple barriers to securing safe, affordable long-term housing. Experience must be in increasingly more senior roles and at least (2) two of those years must be in a supervisory capacity.

### About You:

You are a feminist, passionate about the work of ending violence against women and children. You embrace Atira's mission, vision, values and philosophy. You have a well-developed understanding of and commitment to anti-oppression work and intersectionality. You are familiar with colonialism especially as it applies in Canada and you understand the impact of the residential school system. You are committed to working with women who are struggling with substance use and or mental wellness and understand and are comfortable working within a harm reduction environment. You support women who choose abstinence, but understand abstinence is just one option for women struggling with substance use. Your definition of woman includes transgender, two spirit and intersex women and individuals whose gender expression is femme. You are sex worker positive. You have significant experience as a front-line support worker working with women affected by violence/abuse, combined with relevant education and or skill-based training. Lived experience is an asset, as is living in the community in which you work. Atira strives to hire staff who reflect the women we serve.

### You Also Have:

- Ability to work under pressure/in crisis
- Ability to give & receive constructive criticism
- Ability to work independently
- Ability to work collaboratively
- Ability to manage stress
- Ability to learn from experiences
- Excellent written and oral communication skills
- Superior computer skills
- Superior facilitation skills and experience facilitating groups

### Additional Requisites/Assets:

- Minimum five (5) years' front-line support work experience; preference given to candidates with lived experience
- A valid First Aid Certificate is required
- Non-Violent Crisis Intervention Certificate is an asset
- Food Safe Certificate is an asset
- All positions are subject to a criminal records review

You question actions inconsistent with our values and you treat everyone with fairness and respect independent of their status or disagreement with you. You expect great things from yourself and your co-workers. You inspire others with your passion for women's anti-violence work and your eagerness for excellence. You contribute to an environment where women can flourish and grow and you seek what is best for women, rather than what's best for you or your team. You challenge the status quo to improve quality and sustainability and you take smart risks and make tough decisions without agonizing.

### Application Process:

**The Competition Number must be quoted in the 'Subject Line' of the email to be considered.** Please submit expressions of interest, including an updated Cover Letter and Resume describing how you meet or exceed the above-noted qualifications, received by email at [jobs@atira.bc.ca](mailto:jobs@atira.bc.ca) before the closing date noted above. **Resumes without a Cover Letter will not be considered.** Candidates who lack the basic experience and qualifications set out in the posting will not be considered. Please go to [atira.bc.ca/careers](http://atira.bc.ca/careers) for a current list of postings.