

MÉTIS NATION OF ONTARIO JOB POSTING

PROGRAM MANAGER – EARLY LEARNING AND CHILD CARE

Internal/External Posting
Indeterminate
Full-time

Location: Location to be determined based on suitable candidate and operational constraints (available office infrastructure)

Closes: March 20, 2019 - 4:30 p.m.

Posting: 032019-PMELCC

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers>

The Métis Nation of Ontario (MNO) Education and Training Branch is seeking a strong leader to serve as the Program Manager – Early Learning and Child Care position. This permanent full-time position offers enrollment in group benefits and Registered Pension Plan upon successful completion of the three months' probation.

The primary purpose/objective of this position is to oversee the implementation of the Early Learning & Child Care (ELCC) program mandate and service directives. The Program Manager – ELCC will directly oversee program implementation and development. This position will be part of the management team and work closely with the Associate Director of Education & Way of Life and/or Director Education and Training to ensure program development and implementation is in line with quality, consistency and continuity of daily operations.

In carrying out the following duties, it is expected that the Program Manager - ELCC will:

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures, MNO's Financial Policies and Procedures, and MNO Communications Policies and Procedures at all times
- Uphold MNO's Standards of Professional Conduct at all times
- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative provisions governing the employment relationship between MNO and the employee
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the Branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors and consultants on related projects
- Attend the Annual General Assembly (MNO Policy 2.120)

Management Staff are responsible for:

- The expected output of their functional oversight
- The safety and health of their employees and the workplace
- The performance of their employees
- The mitigation of risk to the organization
- The integrity of the organization

Reporting to the Associate Director Education Way of Life, the duties include but are not limited to:

Operational Responsibilities:

1. Manage, monitor and evaluate regional and provincial program implementation
2. Contribute to provincial-level initiatives, training events and communications planning and implementation
3. Liaise and establish linkages with provincial and federal funding agencies, and Indigenous and non-Indigenous agencies in collaboration with Education and Training management team
4. Prepare internal reports, briefing notes and updates as required
5. Prepare program narrative reports for funders
6. Under the direction of the Associate Director, participate in the recruitment of program staff as required
7. Contribute to the development and implementation of branch strategies, policies and practices
8. Collaborate with Associate Director and management team to improve branch efficiencies through the development of program-related policy and operating guidelines as required
9. Collaborate with management team to ensure seamless implementation and program development



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10. Ensure Associate Director is briefed on important program related matters
11. Participate in training sessions and Operations/Management meetings as directed
12. Participate in preparation of funding proposals as required
13. Participate in the development of program procedures and processes
14. Represent MNO on committees and/or at meetings related to programming
15. Ensure milestones, targets, deliverables and deadlines are met
16. Visit project sites as needed
17. Other duties as assigned by the Associate Director of Education and Way of Life

Financial Responsibilities:

1. Work with management team to develop:
 - a. appropriate tools for financial processes
 - b. program plans, budgets,
 - c. reporting and forecasts as required by program funder
2. Work with MNO Finance branch to ensure ongoing program accountability

Mandatory Qualifications:

- Education/Experience (or a combination of):
 - Post-Secondary education in Early Learning or Education related field
 - Minimum of 2 years of experience in providing project development/management
 - Management of early learning programs and services in an Indigenous setting
- Relevant background in Métis focused and broader Indigenous education and early learning programs and services
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Successful completion and maintenance of a Vulnerable Sector Check

Requirements:

- Knowledge of the Métis Nation of Ontario organization and programs
- Knowledge of other Indigenous programs and services
- Well-developed administrative and organizational skills
- Adaptable communication skills to interact with all levels
- Ability to work as part of a team and independently with minimal supervision
- Willingness and ability to travel throughout Ontario
- Available to work flexible hours or weekends
- Ability to lift 11.5 kg when required
- Bilingualism would be considered an asset

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

Preference may be given to qualified Métis candidates.