



**Autism Nova Scotia's  
Program Manager  
Job Description**

**Contract; Full Time (40 hrs/wk)- One Year Term**

<b>Position:</b>	Program Manager
<b>Department:</b>	Social and Community Inclusion Programs
<b>Time:</b>	Full-time (evenings and some weekends) 40 hrs/wk Flexible schedule is required. Evening availability is required
<b>Term:</b>	One-year term
<b>Accountability:</b>	The Program Manager is accountable to the Program Director. The Program Manager shall act as the lead personnel responsible for managing the day-to-day functions of the Social and Community Inclusion programs.

**General Duties:**

- Oversee daily running of Social and Community Inclusion Program staff under the direction of the Program Director;
- Oversee Program budgets as laid out by the Program Director;
- Develop systems, processes, and yearly plans, that allow for efficient delivery, and meet targets and goals set for each program;
- Oversee day-to-day functions of Social and Community Inclusion programs including: Social Group, D&D Club, Video Project, Autism Arts, Chat N Chill, Summer Camp, Camp Au-some, etc.;
- Manage camp bookings, chapter contracts and scheduling for Camp Au-some;
- Work with Program Director to coordinate and deliver the Healthy Relationships, Sexuality and Autism (HRSA) Atlantic initiative;
- Oversee and support program team in planning, problem solving and client support;
- Ensure summative program evaluations are being conducted for social, education and recreation programs;
- Review and analyze term program data submitted by Program Coordinator(s) and Program Facilitator(s), as part of ongoing program evaluations scheme;
- Oversee communications related to social, education and recreation programs with participants, staff and community;
- Ensure that data from volunteer management software is being gathered and analyzed consistently for reports;
- Manage community partnerships connected to programs in the Social and Community Inclusion portfolio;
- Recruit, manage, train, assign and supervise all placement students;
- Facilitate community training and education sessions;
- Support Social and Community Inclusion programs in a frontline capacity, when needed;
- Other duties as required



### **Education and Experience:**

- Minimum Bachelor's degree in education, social work, occupational therapy, or related field (Master's Degree considered an asset but not required)
- 5+ years experience working with individuals with autism
- 3+ years experience working in program development and facilitation
- Experience working in leadership/management roles and asset

### **Skills**

- Open mind and experience supporting diverse populations;
- Excellent communication skills (written and verbal);
- Strong working knowledge of evidence-based strategies for supporting individuals with autism;
- Strong program planning skills and experience;
- Calm, professional demeanor under pressure;
- Comfortability with and ability to communicate clearly around healthy relations and sexuality—through a sex positive lens;
- Must exhibit strong professional judgment;
- Ability to form strong professional relationships with community partners, participants, families, and colleagues;
- Ability to work under tight deadlines and manage projects independently.
- Strong computer literacy and ability to learn new programs;
- Able to lift up to 50 pounds;
- Able to be on their feet for long periods of time at summer camp. Including running and strenuous activity;
- Self-starter who can work independently but also work well with a team;
- Strong organizational skills, analytical skills and keen attention to detail;

### **Assets**

- Familiarity with evaluation methods and implementation;
- Analytic ability to collect data for the purposes of program evaluation and program management;
- Post-secondary education in sexuality or sexual health;
- First Aid certification / non-violent crisis intervention, or willingness to acquire;

Please apply with an up-to-date resume and cover letter explaining how you qualify and are suited to the position as described above.

**Application closing date: Tuesday, April 30, 2019 at 4:30pm**

**Please submit your cover letter and resume through Indeed.ca**

<https://ca.indeed.com/cmp/Autism-Nova-Scotia/jobs/Program-Manager-8c545d07f2ded6ce?q=Autism&vjs=3>

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