



Full Time Program Manager – Path Found

Job Summary:

The Program Manager will oversee and deliver all aspects of Path Found with support from CEO and other staff as required. They will ensure trauma-informed delivery of training, support service providers and manage ongoing engagement of program participants. In addition, they will provide input and oversight to all projects and assist in development of new initiatives to support the growth of the organization.

Responsibilities:

- Plan, direct, and coordinate the activities of Path Found as per funding agreement
- Track activities and deliverables as per project plan
- Oversee the program budget
- Create and review policies regarding participant involvement
- Negotiate contracts with vendors
- Liaise with key stakeholders and ensure plans communicated effectively
- Assist in the selection of program participants
- Administer surveys
- Write reports for funders
- Provide guidance and support to program participants
- Oversee the work of the program coordinator
- Assist in supporting and evolving existing projects.

Competencies:

- Experience in managing projects with multiple stakeholders
- Knowledge of client centred, trauma-informed care
- Experience and/or in depth knowledge of the issue of human trafficking for the purpose of sexual exploitation in Canada
- Ability to effectively convey complex information
- Effective communication skills in writing and verbally in English and French.
- Proficient with computers (Microsoft Office, Google products)
- Bachelors degree or college program in relevant field
- Work effectively and without intensive supervision both independently and as a member of a multidisciplinary team

Assets:

- Bilingual (French/English)
- Driver's License
- Use of car
- Assist training and first aid/CPR

Personal Attributes:

- Mature, empathetic and self-aware
- Respond sensitively and competently to the program participants cultural and socio-economic characteristics
- Work in a fast paced environment and maintain emotional control and professional composure at all times
- Creative and flexible – ability to problem solve

Working Environment:

- Secure and confidential office space in downtown Ottawa
- Ability to work from home office on occasion
- Travel within catchment area required

Application and Interview Process:

- Submit cover letter and resume no later than December 9th.
- Applicants may be interviewed as resumes submitted.
- All interviews will be completed by December 20th.

We offer a full benefits package

About Voice Found:

We are a survivor-led national registered charity located in Ottawa. Our mission is the prevention of child sex abuse and commercial sexual exploitation. We support the healing and recovery of individuals and communities from the emotional, financial and social impacts of commercial sexual exploitation.

About Path Found:

Thanks to a provincial impact grant from the Ontario Trillium Foundation, we recently launched Path Found. This is a comprehensive, trauma-informed, survivor-led training program that provides survivors of sex trafficking with learning paths to develop skills, knowledge and confidence that will enable them to effectively use their lived-experience to realize their personal goals and to work towards becoming a peer mentor and/or educator in their communities.

This project serves persons from Ottawa, Sudbury, Champlain, Rideau, Kingston and Quinte areas.