



Now Hiring: Program Manager

BACKGROUND

ConnectR is a program of Reconciliation Saskatoon: a community of 98 organizations, non-profits, businesses and partners who have come together to initiate conversations about Reconciliation and have organized the Walk for Reconciliation in Saskatoon every year since 2016. ConnectR is an online tool that invites people to respond to the Truth and Reconciliation's Calls to Action. This interactive website is designed as a first step towards Reconciliation—an invitation to start a personal journey that begins by *choosing one call to action* that resonates with a person's interests and activities. Visit ConnectR at www.beaconnectr.com

DUTIES & RESPONSIBILITIES

Marketing/Promotion

- In collaboration with the ConnectR Committee, develop marketing/promotion strategy and budget
- Analyze success/challenges of promotion initiatives and report to committees
- Oversee and coordinate design, printing and budget of marketing materials
- Organize and promote workshops and presentations
- Train/oversee speakers to deliver workshops/presentations
- Develop newsletter content for regular delivery
- Develop social media strategy, perform regular updates and engage with community online
- Coordinate social media initiatives with overall marketing strategy

Administration

- Attend Reconciliation Saskatoon meetings and provide reports on ConnectR
- Organize monthly committee meetings—arrange for attendance of Elders and survivors and coordinate honorariums when appropriate
- Develop and oversee all aspects of project budget—including generating monthly reports and coordinating payment of invoices with financial host

Fund Development

- Research funding opportunities, write grant applications, provide final reports
- Oversee development of a sponsorship policy
- Meet with potential partners/sponsors and build relationships
- Establish partnerships and sponsorships for operations and special initiatives

Technical

- Collect community and committee feedback
- Strategize development of additional technical features
- Coordinate deliverables, timelines and budget with web developer
- Oversee regular maintenance of site
- Fix broken links, add content, and conduct other routine maintenance on site

SUGGESTED QUALIFICATIONS

- Highly organized, with demonstrated leadership skills
- Enjoys working independently
- Experience in project/program management an asset
- Demonstrated experience in communications an asset
- Fluent in social media platforms & experienced at creating social media content
- Responsive to opportunities; adaptable and flexible
- Strong communication skills; enjoys engaging with the public
- Public speaking or sales experience an asset
- Demonstrated interest in Reconciliation
- Knowledge of Indigenous culture/language/history an asset
- Computer skills required—Wordpress an asset
- Experience managing budgets or working on fund development
- Access to a vehicle—some travel required within Saskatoon

DETAILS

Period:	July 1, 2019 to December 30, 2019 Likely extension of contract to end of June 2020, dependent on funding
Title:	Program Manager
Job Status:	Contract position (6 months)
Hours:	50 hours/month
Contract Value:	Between \$12,500 - \$17,500 depending on experience

Application Process:

- Deadline to apply is **Thursday, June 13 by 5pm**
- To apply, please submit a cover letter and resume to beaconnectr@gmail.com
- **Submissions must be in word or pdf formats**
- Please include a list of the computer applications you are currently proficient at