

Program Manager

August 03, 2023

Posting #23-00-001



2-Spirit Manitoba (2SMB) is a not-for-profit provincial organization based in Winnipeg, Manitoba serving the Indigenous 2SLGBTQ community.

2SMB seeks to fulfill **one full-time Program Manager** position for our **Gender-Based Violence Program Capacity Building Project**. The Project Manager will implement, project manage and monitor all activities for this initiative.

Job Duties/Competencies:

- Formulate, organize, and monitor inter-connected projects.
- Decide on suitable strategies and objectives.
- Coordinate cross-project activities.
- Lead and evaluate project staff.
- Develop and control deadlines, budgets, and activities.
- Apply change, risk, and resource management.
- Assume responsibility for the program's people and vendors.
- Assess program performance and aim to maximize the return on investment.
- Resolve projects' higher scope issues.
- Prepare reports.
- Network and collaborate with community partners and develop relationships and partnerships for community-led initiatives.
- Other duties as assigned by the Board or designated supervisor.

Skills and Qualifications

- Proven experience as a Program Manager or other managerial position.
- Thorough understanding of project/program management techniques and methods.
- Excellent knowledge of performance evaluation and change management principles.
- Excellent knowledge of MS Office and program/project management software. (Basecamp, MS Project, etc.) is a strong advantage.
- Outstanding leadership and organizational skills.
- Excellent communication skills.
- Excellent problem-solving ability.
- BSc/BA degree in management or a relevant field; MSc/MA is a plus.

Please submit your resume and cover letter referencing this job posting number by **September 30th 12:00 PM** to john@twospiritmanitoba.ca.

Preference will be given to qualified candidates who are Indigenous and identify as members of the 2SLGBTQ community.