

**Back Door Mission for the Relief of Poverty**

**66 Simcoe Street South**

**Oshawa ON L1H 4G3**

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**www.backdoormission.ca**

# Programs Manager

The Back Door Mission is currently seeking to fill the dynamic role of Programs Manager. Reporting to the Executive Director, the successful candidate will work Monday to Friday from 9:00am to 5:00pm. This individual will be responsible for oversight and performance management of Back Door Mission’s program staff and support the Executive Director and Mission United Leadership team with development and facilitation of the Mission United Hub. We are seeking a highly motivated and professional candidate whose values align with those of the agency.

The Back Door Mission facilitates Mission United, a collaborative social service and primary health care HUB for those experiencing homelessness. This program seeks to assist those with high acuity and tri morbidity achieve long term stabilization by providing low barrier, wrap around supports with a point in time model. Through partnerships with various community agencies, we provide specialized person-centered services for our community through a singular access point.

The responsibilities and minimum qualifications for this position are as follows:

# Role Responsibilities:

* Performance Management of program staff, including, Engagement, Peer Support, Community Development, Seasonal Programs, and Special Project teams.
* Support the development of the Mission United collaborative governance table
* Provide monthly and quarterly program reports
* Represent the Agency at several community committees, events, and meetings.
* Ensure financial proficiency within multiple program budget lines
* Assist the Executive Director with strategic direction of organization
* Develop and maintain important strategic relationships with key stakeholders
* Identify opportunities and create new efficiencies within the organization
* Support the overall culture of the Back Door Mission and endorse the principles established by the Mission United Hub
* Assist with funding and grant proposals where appropriate
* Other duties as required

# Qualifications:

* University Degree in Social Sciences, Social Work or other relevant discipline, or a College Diploma combined with adequate work experience
* 5 years of experience in health and social service sector with at least 1 year in a management role preferred
* Thorough knowledge of social services within the City of Oshawa and Durham Region
* Intermediate knowledge of Microsoft Office (Word, Excel, Outlook
* Demonstrated professionalism, diplomacy, creativity, flexibility, enthusiasm, and a willingness to learn
* Project management experience with examples of successful completion
* Excellent communication skills both written and oral
* Strong organizational, time management, prioritization, analytical, problem-solving, and conflict resolution skills
* Data entry skills
* Able to work with minimal supervision in a fast-paced environment

This position will remain open until filled. Please submit your resume and cover letter to info@backdoormission.ca for consideration.

The Back Door Mission is committed to the principles of Diversity, Equity and Inclusion, and abides by the standards set forth in the Ontario Human Rights Code. Additionally, we are committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations please contact the Back Door Mission for details.

For all general inquiries or questions regarding accessibility requirements please contact Nathan Gardner at ngardner@backdoormission.ca.