



*Women Building Futures*  
*Work Proud*

10326 107 Street  
Edmonton, AB T5J 1K2  
Office 780 452 1200  
Toll Free 1 866 452 1201

[womenbuildingfutures.com](http://womenbuildingfutures.com)

## Program Manager

**Our Vision:** Women Building Futures (WBF) is valued for empowering women to succeed in non-traditional careers, inspiring positive economic change for women and forever transforming the face of industry in Canada.

### PURPOSE

To lead the Programming team in the management and delivery of student programs, including the supervision of full time, permanent and related term employees and contractors. This role supports and reports on the operations of the Team, and contributes to broader organizational planning including research, review, planning and development of new programs.

### KEY ACCOUNTABILITIES & RESPONSIBILITIES

#### Strategic & Governance

- Provide information, advice and recommendations to the Director, Training to support the development of Business and Strategic Plans including supporting goals and metrics.
- Accountable for the development, monitoring and reporting of the annual Program Budget and Operational Plan in alignment with the Business and Strategic Plans (aspiration).
- Plan for, approve and review all program expenditures; source, negotiate & manage related contracts.
- Establish/maintain operational policies & processes ensuring complete Programming documentation & efficient logistics.
- Monitor and regularly report to the Leadership Team on Programming progress and address emerging issues, internally and wider industry trends.
- Research and write proposals related to programming opportunities to secure funding.

#### Current Program Development and Delivery

- Develop program schedules and allocate resources accordingly; manage logistics of multiple locations, courses & resources.
- Collaborate with Learning Specialist to ensure review and updating of program curriculum is regularly scheduled.
- Recruit, hire and onboard contract teaching staff; develop related job descriptions as required.
- Update program delivery practices and student conduct guidelines in alignment with WBF goals.
- Oversee Team Leads to ensure that student progress is monitored and responded to according to WBF policies and practices.
- Promote a safe and cooperative work environment, proactively respond to concerns.
- Review and monitor instructor course/workshop delivery, including review of student and instructor evaluations to ensure any concerns have been addressed.
- Collaborate with other WBF departments and Team Leads to ensure appropriate student support and mentoring is provided.
- Review program and workshop performance and act on areas that need improvement.
- Participate in student orientations and graduations.
- Ensure tracking and recording of all necessary programming metrics for internal and external purposes.
- Collaborate with WBF Indigenous Engagement team to actively support WBF's engagement of Indigenous women in exploring, preparing for and successfully entering Alberta's trades workforce.

#### New Program Development and Implementation

- Collaboratively identify new programs that further WBF mission and goals.
- Work with subject matter experts and Learning Specialist to develop objectives and goals; ascertain training components for new programs based on industry needs and current training and student needs.
- Identify staff and facility needs for new programs and secure both; plan and establish schedules.
- Support the WBF Directors' efforts to develop and maintain relationships with industry partners and other trades training institutions/organizations for optimum training opportunities.
- Liaise with WBF teams to ensure new programs are understood and correspond to current WBF direction and goals.



Women Building Futures  
Work Proud

## Program Manager

### Leadership

- In collaboration with the Director, Training recruit, on-board and effectively orient new team members as required.
- With guidance from the Director, Training, establish accountable measures for team members based on over-arching organizational/team and business metrics.
- Ensure that an effective succession plan is in place for key areas of responsibility; update position profiles regularly.
- Implement & foster processes to maintain strong cross-functional communications.

### PERSONAL ATTRIBUTES

- Flexible and adaptable; embraces ambiguity and change.
- Supportive and compassionate listener and communicator.
- Team leader and team player.
- Big picture thinker; curious, creative and innovative.
- Results-oriented and highly organized; accountable for outcomes.
- Practical and solution oriented.
- Trustworthy with high level of professional integrity.

### KNOWLEDGE, SKILLS & ABILITIES

- Superior communication skills both written and verbal; facilitation skills.
- Computer proficiency – Microsoft Office + databases, online learning platforms.
- Ability to think strategically about the future direction of student programming combined with knowledge of post-secondary training systems.
- Business resource and project management skills to build and monitor operational plans, address human and fiscal resource management issues.
- Strong problem solving, negotiation and judgment skills.
- Mentoring, coaching and training abilities.
- Knowledge of relevant legislation requirements (e.g., human resource, FOIP).
- Knowledge of employment expectations & job retention strategies in construction.
- Strong adult learning program/curriculum development skills.
- Awareness of cultural, economic and social barriers to adult learning and employment, especially for women.
- Knowledge of relevant stakeholders (e.g., program developers, training institutions, instructors) to engage as needed.

### EDUCATION & EXPERIENCE

- 5+ years management experience with direct reports.
- Demonstrated experience with program development, training and facilitation of workshops.
- Experience in team development, coaching and leadership.
- Project management experience on mid-sized and large projects.
- Exposure to strategic business planning, implementation and budgeting.
- Experience working with community social organizations; within the Indigenous communities an asset.
- Related postsecondary education (Degree or Diploma) in education, adult education or the equivalent.
- Evidence of ongoing learning in a related field (HR, coaching, facilitation, teaching etc.).

### ORGANIZATIONAL RELATIONSHIPS

- Direct report to Director, Training.
- Leads the Program Team.
- Daily interaction with Recruitment Team Lead and Employer Services Team Lead (as needed).
- Regular interaction with other WBF staff e.g. Finance and Corporate Services for contract tracking.

Interested applicants can e-mail their cover letter and resume to Human Resources at [careers@womenbuildingfutures.com](mailto:careers@womenbuildingfutures.com). Please note only short listed candidates will be contacted.

**Open until suitable candidate is found.**