



elan

english language
arts network

Job Posting:

Program Manager – This is a permanent, full-time position.

Anticipated start date: End of July/beginning of August 2019

Salary: \$38,000-\$50,000 per year commensurate with experience

Schedule: 35 hours per week, Monday to Friday, 10 AM to 6 PM (flexible); occasional evening and weekend work is required

Language(s) of work: Mainly English and some French

Location: #708, 460 Sainte-Catherine Street W., Montreal (between McGill and Place-des-arts metro stations)

Benefits: Paid leave during office closure for 1-2 weeks in December/January, in addition to 10 days' paid vacation per year; 6 days' paid sick or personal leave; flexible schedule with compensatory time; professional development support

About ELAN

ELAN Quebec (English-Language Arts Network) is a non-profit organization devoted to helping Quebec's English-language artists make connections with one another, with their francophone colleagues, and with their audiences in Quebec, Canada and internationally. Following a recent period of intense growth, ELAN currently employs five full-time, permanent employees, several part-time employees, and several freelance project teams (www.quebec-elan.org).

Position Summary

Reporting to the Executive Director, the Program Manager works to achieve alignment between ELAN's projects and operational (core) work. They ensure that project and core teams have the support, tools, and information they need to do their best work. Recently, this has included developing a framework to efficiently capture and share key information about projects, revamping project onboarding and closure processes, and strengthening communication between project and core teams. The Program Manager will be encouraged to develop and improve ELAN's approaches to managing multiple projects as our needs evolve. ELAN anticipates exciting changes in the coming two to three years. As such, the position will encourage individual creativity and provide room for growth.

Responsibilities

- Maintain and improve ELAN's framework for tracking and managing multiple projects, while adapting it to the needs of specific projects as appropriate;

- Provide guidance and support for project managers to meet objectives and deadlines, stay within budgets, and incorporate ELAN's strategic plans and priorities, including its Inclusion Plan, into project work;
- Establish and maintain clear lines of communication between project teams and ELAN core staff;
- Collaborate with project managers to lead project onboarding and closure processes;
- With support from the Administration Manager and Executive Director, identify and proactively manage problems related to project and core team collaboration;
- Work with the Membership Services Coordinator and Communications Coordinator to manage project-related tasks and integrate membership and communications strategy, activities, and infrastructure into projects as appropriate;
- Work with the Administration Manager to track project expenses and monitor budgets;
- Initiate, document, and manage follow-up from joint project & core team meetings;
- Work with the Executive Director and Board to set strategic goals and direction for current and future projects;
- Prepare regular project reports for Executive Director and Board;
- Coordinate cross-project communication and shared learnings;
- Research and develop processes to evaluate project performance and results;
- Coordinate and edit interim and final project reports;
- Liaise with staff, board, and committees to communicate and seek input on project activities and results;
- Work with Administration Manager to write selected project and employment grants, and contribute to select core grants;
- Identify additional funding sources and promising partnerships;
- Represent ELAN at meetings and events as required;
- Sign cheques as necessary (holds signing authority).

Necessary Qualifications

- Excellent written and oral communication skills in English;
- Good written and oral communication skills in French;
- Minimum 3-5 years' experience in one or a combination of: arts administration, arts and cultural management, project or program management, production, communications, development, or related fields. This experience could include paid work, unpaid work, and/or post-secondary education
- Excellent interpersonal skills in listening, teamwork, and leadership;
- Experience fostering shared direction and common ground among teams with varying skill sets and backgrounds;

- Ability to build trust and nourish strong relationships with a variety of stakeholders (e.g. individual artists, board members, colleagues, etc.);
- Proactive, solutions-focused approach to solving problems and adapting to unpredictable situations;
- Effective organizational skills, including the ability to track and process large amounts of qualitative and quantitative information;
- Experience managing budgets;
- Resourcefulness and ability to work independently;
- Ability to multi-task and adapt workflow to a variety of tasks;
- Familiarity with email, Windows Office suite (Word, Excel) and Google Drive ;
- Proven interest in and knowledge of Quebec’s arts and culture sector;
- Experience or deep understanding of structural barriers faced by artists of marginalized identities.

Helpful Qualifications

- Formal experience or training in project and/or program management;
- Experience and understanding of the non-profit sector;
- Grant writing experience, especially with arts funders;
- Strong soft skills (e.g. conflict management, facilitation, emotional/social intelligence);
- Knowledge of the education sector in Quebec;
- Experience collaborating remotely/online;
- Familiarity with Asana, Basecamp, or other project management platforms;
- Digital communications skills (e.g. website maintenance, WordPress, Mailchimp, Facebook, Twitter, Instagram, Hootsuite).

ELAN encourages candidates to highlight additional qualifications, including unpaid, informal, and/or non-traditional skills and experience.

Accessibility

ELAN is not located in a fully accessible building. You can find our accessibility information on the [Accessibility page](#) of our website by following this link:

https://docs.google.com/document/d/1K1j2vaBFWQR-XJt2W_AFXD5LISXZgdKXF4XyaTgXlaQ/edit

This is a living document that will be updated as we work to make ELAN’s office more accessible. If you have any questions please feel free to email admin@quebec-elan.org or call 514 935 3312 ext. 26.

How to Apply

We are accepting applications immediately. Interviews will begin in early July, and will continue until a suitable candidate is found.

Please email the following materials to Deborah Forde (Administration Manager) at deborah@quebec-elan.org:

- **CV/Resume** in **Word** or **PDF** format
- **Cover letter** in **Word** or **PDF** format
 - In your cover letter, please detail your interest in the position, and highlight your qualifications for this position.

We appreciate the time and energy candidates put into this process. However, only those selected for an interview will be contacted.

If you have any questions about your candidacy, or if you would like assistance, please call 514 935 3312 ext. or email deborah@quebec-elan.org.

ELAN is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (persons with disabilities, visible minorities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so.