



## Internal/External Job Posting

### Senior Manager

### Community Health and Specialized Programs

**POSITION:** Senior Manager, Community Health and Specialized Programs

**DEPARTMENT:** Family and Settlement Services

**POSITION FUNCTION:**

Under the general direction of the Director of Family and Settlement Services, the Senior Manager assumes overall responsibility for daily program cluster operations of Community Health and Specialized Programs, including management of human resources and finances; achievement of contractual outputs, outcomes, and obligations; and development and implementation of all relevant policies, systems, procedures, and standards. As a member of the MOSAIC Management Integrated Team, the Senior Manager plays a key role in ensuring an integrated approach is taken to the delivery of services.

**QUALIFICATIONS:**

- Knowledge:** Must have strong knowledge of program development and management, government funding sources and requirements; must have experience supervising diverse teams; must possess a working knowledge of standard office equipment and software applications (word processing, spreadsheets, presentation software, and databases); knowledge of policies, procedures, and standards.
- Education:** Degree in Social Work, Counselling, Health Sciences, Education, Community Studies, Management (Business, Financial, Marketing), or equivalent education and/or experience.
- Skills:** Excellent demonstrated program development, human resources, cultural competency, and financial management skills; superior interpersonal communication as well as spoken and written skills; strong problem solving, analytical, team building and organizational skills; able to exercise good judgment and conflict resolution skills; and good understanding of EDI values, client-centred, asset-based, and trauma-informed approaches.
- Experience:** Minimum five years' experience in program management relating to refugees and immigration settlement, health and counselling, violence prevention, family and child protection, community engagement;

research; advocacy and policy dialogue; human resources, and financial management; experience in proposing, developing, implementing, and managing community health and/or violence prevention and/or settlement programs as well as in applying organizational policies and procedures.

**HOURS:** Full time management position

**STARTING PAY:** Commensurate with experience

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

**RESUMES TO:** MOSAIC

Attn: Family and Settlement Hiring Committee

[fs.hiring.team@mosaicbc.org](mailto:fs.hiring.team@mosaicbc.org)

Please reference “Senior Manager, Community Health and Specialized Programs” in the subject line of your application (résumé and cover letter via email). No telephone calls please.

**DEADLINE:** August 8, 2022, and/or until the position is filled.

**NOTES:** Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

**Posting Date:** July 26, 2022



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*