



Are you an experienced leader with a proven track record in organizing and managing educational programs, and a passion for land-based activities?

Are you excited about the opportunity to oversee and coordinate innovative land-based camp programming for youth, while driving strategic initiatives and ensuring exceptional program delivery?

Are you eager to enhance your leadership capabilities by guiding a team of dedicated professionals and fostering a collaborative environment to achieve our organizational goals?

We invite you to apply to be TRACKS' Manager of Programs!

Title: Manager of Programs

Desired start date: As soon as possible

Term: Full time (35 hours/week), salaried, 2-year renewable contract

Salary: \$55,000-\$65,000/year, based on experience

Work location: On-site, Trent University, Nogojiwanong (Peterborough ON)

Benefits: Extensive Health/Dental provided by Trent University; paid lunch breaks; professional development opportunities; flexible vacation days (10 paid days, 10 unpaid days)

Why work for TRACKS?

TRACKS is uniquely positioned as a grassroots non-profit in the Peterborough area associated with the Indigenous Environmental Studies & Sciences Program and Chanie Wenjack School for Indigenous Studies at Trent University. As such, the opportunity to lead TRACKS involves many unique benefits for the ideal candidate:

- Opportunity to implement innovative leadership strategies, based in Two-eyed seeing/Indigenous worldviews
 - *TRACKS has led the way in land-based youth InSTEM education in Peterborough for over ten years as a result of the innovation and creativity of our leadership staff. We are excited to find a Manager to help us continue this tradition!*
- Mentorship from an experienced Indigenous and non-Indigenous Advisory Circle
- Collaboration with the Kawartha World Issues Centre, IESS Program, First Peoples House of Learning and other units at Trent University, among other Peterborough-based organizations
- Professional networking opportunities with Actua



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Check out the next page for more details!

TRACKS Youth Program
1600 West Bank Drive
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705 748 1011 (ext. 6381)
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JOB POSTING – Manager of Programs

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Program Description

TRACKS facilitates dynamic, land-based youth programming that braids multiple knowledges by centering Indigenous ways of knowing and being. TRACKS is an educational program based on Michi Saagiig Anishnaabeg territory. We are hosted by Trent University within the Indigenous Environmental Studies and Sciences Program (IESS) and operate in partnership with founding partner organization Kawartha World Issues Centre and the First Peoples House of Learning at Trent University. We deliver both free programming with First Nations and urban Indigenous community partners as well as a series of fee-for-service camps and workshops for both Indigenous and non-Indigenous youth. TRACKS delivers its programming in a diversity of forms including camps, classroom and in community-workshops, the Oshkwazin Trailblazers Program, outreach events, special projects, placement, and volunteer opportunities.

Position Details

TRACKS runs several year-round and seasonal initiatives including camps, workshops, Oshkwazin Trailblazers Program, outreach events, special projects, placement and volunteer opportunities. Program delivery takes place in communities, in schools, on the Trent University campus and in various other contextual settings. As the Manager of Programs, the successful candidate will oversee a team including core program coordinators, support staff, contract instructors and seasonal staff and be responsible for all aspects of organization management and operation, with strategic support, direction and planning from the Steering Team.

The Manager of Programs must be a team-oriented, innovative, inclusive and collaborative leader who can engage and inspire all stakeholders: staff, volunteers, partners, community members, First Nations communities and Indigenous organizations. This role reports directly to the IESS Faculty Supervisor and TRACKS Steering Team and works closely with the Advisory Circle.

PLEASE NOTE: Indigenous applicants will be given special consideration as we strive to honour Indigenous knowledge and strengthen Indigenous leadership within our program.

Responsibilities:

Leadership, Human Resources and Administration (30%)

- Provide overall supervision to staff, volunteers and contractors (TRACKS Team Members)
- Delegate responsibilities and manage staff performance to fulfill organizational commitments
- With Steering Team approval and guidance, coordinate the hiring, management and release of core and seasonal TRACKS Team Members
- Foster effective teamwork and communication at all TRACKS Team Members levels and maintain a positive work culture
- Oversee a performance management system that monitors TRACKS Team Members performance, including annual performance reviews for all employees



- Ensure confidentiality and security of TRACKS files
- Lead ongoing development and updating of the TRACKS Human Resources Manual, researching, and updating policies & procedures, in collaboration with the TRACKS Steering Team
- Collaboratively update HR documents, staff onboarding and orientation materials with Program Coordinators; provide oversight for the secure filing of TRACKS personnel files

Financial Administration (25%)

- Work closely with TRACKS Coordinators, Steering Team and Bookkeeper to develop annual budgets, program and grant budgets, review profit and loss statements and other financial reports, as required
- Work with program administrative support staff to monitor and approve staff payroll on a weekly basis, as needed; inform Trent Faculty Supervisor of discrepancies
- Prepare/submit and/or approve invoices and expense requisitions to the TRACKS Bookkeeper
- Approve the purchase of office supplies and equipment, as required, by Coordinators or other appropriate staff

Program Development (15%)

- Oversee the development of short-and long-term education program planning in alignment with TRACKS mandate, vision and strategic plans and goals
- Compile, record and analyze all program data including quantitative (reach to youth, teachers, etc.) and qualitative (written feedback, testimonials, etc.) in cooperation with Program Coordinators
- Support TRACKS visioning, evaluation and/or strategic planning processes in collaboration with the TRACKS Program Coordinators and Steering Team

Resource & Partnership Development (15%)

- Support the development of a strategic grant development work plan, that includes multi-year grants and corporate sponsorships in consultation with the Steering Team and Program Coordinators
- Research and development of options/model for TRACKS fee-for-service income generation and work to implement new model with Program Coordinator
- Support TRACKS Program Coordinators with the management of grant spending and reporting
- Act as the main point of communication with TRACKS funders such as Actua for all reporting, funding requests, meetings, etc.
- Build relationships with key contacts in local school boards, within Trent University, the broader educational community, First Nations and other Indigenous communities and youth organizations. Work to strengthen partnerships, increase awareness and engagement in TRACKS' programs
- Actively assess new opportunities, partnerships and collaborations that strengthen TRACKS in consultation with TRACKS Program Coordinators and Steering Team
- Represent/present TRACKS, as appropriate
- Oversee funder and sponsors appreciation and acknowledgements

Communications (15%)

- Maintain regular communications with key contacts in local school boards, within Trent University, broader education community, First Nations and other Indigenous community organizations to strengthen partnerships, raise awareness of programs and encourage collaborations
- Work closely with the TRACKS Team to develop a strategic communications plan on all platforms; ensure the TRACKS website is current



- Lead all communications with TRACKS Steering Team and TRACKS Advisory Circle including scheduling meetings, note taking, updating terms of reference, etc.
- Oversee press/media releases
- Lead the development of the TRACKS Annual Report and other project reports

Required Skills and Qualifications

- Experience in working with Indigenous communities and within educational, science, or culture-based contexts
- Proven leadership, including ability to work with and supervise others in collaborative, encouraging and motivating ways
- Experience in organizational leadership, fundraising and/or grant writing, media relations and network or partnership development, especially in Nogojiwanong/Peterborough area
- Demonstrated experience and understanding of financial management and administration
- Demonstrated ability to develop and manage projects and programs with attention to detail as well as big-picture approach
- Must be dedicated and passionate about new approaches to knowledge interaction/bridging/weaving, Indigenous education, and reconciliation
- Must be willing and able to do some travel, and must be willing to commit to regular office hours with occasional flexibility as needed (i.e., weekends, evenings, and overnights as required for program commitments)
- All candidates must provide references
- Successful candidates will be required to submit a vulnerable sector police check

Educational background

- Post-secondary Education is preferred (Bachelors or higher)

Considered to be an asset:

- Valid G driver's license
- Strong understanding of TRACKS' programming and approach is an asset

TRACKS Hiring Policies

TRACKS strives for equity in its hiring and specifically welcomes applications from all qualified candidates including those experiencing marginalization, including Indigenous people (including First Nation, Metis, Inuit and non-status), women, people with disabilities, people of colour, those identifying as two-spirit or LGBTQ, parents and caregivers, and those dealing with adversity in their lives. We commit to making reasonable accommodations for those needing additional support, as much as possible within the expectations and requirements of this position.

IMPORTANT: *We encourage you to apply even if you don't meet every single qualification listed. At TRACKS, we value diverse experiences and perspectives and understand that the perfect candidate is rare. If you're passionate about the role, have a willingness to learn, and bring enthusiasm and relevant skills to the table, we want to hear from you. We believe in providing opportunities for growth, so don't hesitate to apply if you're excited about this position and feel you could contribute to TRACKS as an organization.*

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Application and Further Information

Please submit the following in a **single .pdf document** with title in the format of **LASTNAME_Manager** by email:

1. Cover letter
2. Current resume
3. Contact information for three references
 - At least two of your references must be past employers

Applications will be accepted on a rolling basis until the position is filled. Please submit your application by email to Dr. Chris Furgal, TRACKS Faculty Supervisor, at TRACKSjobs@gmail.com.

IMPORTANT: *Only applicants chosen for interviews will be contacted. We are aware of the time and energy that goes into applying for a new role, participating in a hiring process and the value of the knowledges that you may share with us throughout the process. To honor this work, we will be offering a \$50 honorarium to candidates that complete an interview with us, regardless of the result of that interview.*

For more information, please visit our website at www.tracksprogram.ca or you may contact Chris Furgal at 705-748-1011 ext. 7953 or chrisfurgal@trentu.ca.

Thank you, Miigwech, Nia:wen for your application.