



Brampton Multicultural Centre (BMC)

MANAGER, SETTLEMENT SERVICES

INTERNAL & EXTERNAL POSTING

Position Type: Full Time Salary - **Location:** Peel Region – **Job Type:** Office (in person)

Brampton Multicultural Community Centre (BMC) is a charitable organization with its mandate and core business is to enable newcomers, immigrant and families to achieve their full potential and become productive participants in Canada. BMC provides specialized programs that target client specific needs i.e., Settlement, Employment, Mental Health / Crisis Counselling, Community Connections, Seniors' and Youth programs.

Reporting to the Director of Programs and Services, this position plays a key role in developing strategic and operational objectives of the organization and required collaborative and innovative approach, and a passion to support the community. This position will play an integral role in providing leadership to staff as well as ensuring their well-being; and strengthening BMC's mandate within Peel and beyond.

RESPONSIBILITIES

- Manage and oversee the implementation and delivery of settlement services but not limited to information and awareness, community connections and other services.
- Participate in program planning with senior leadership and support staff in program activities and implementation.
- Work with management and program teams to implement evaluation plan within programs and services, and make changes/improvements to programs as appropriate based on evaluative data
- Create and maintain effective communication, processes and workflows by establishing and utilizing tools to monitor program and staff targets, objectives and requirements.
- Monitor staff activities, supervise performance of staff and to ensure that staff have all the tools required to perform and to ensure program deliverables are achieved. Monitor and evaluate organizational and program effectiveness, identify areas of improvements.
- Recruit, train and supervise staff and ensure staff have the training and development (e.g. coaching / mentorship) required for their positions, and have the support required
- Build a strong community partnerships and public relations that support BMC's mandate.
- Provide administration, management and leadership support to the staff / Director to ensure program's mandate as defined.
- Manage program financials, including preparing, monitoring budgets and develop grant proposals.
- Prepare monthly and quarterly program reports for management.
- Any other duty complementary to the position.
- Reports to the Executive Director or his/her designate.

QUALIFICATIONS/SKILLS

- Minimum level of education required is a bachelor's degree in business administration, management, social work, social sciences or related field.
- Minimum 5 years' experience in a senior leadership/management role within a Non-Profit, social services sector.
- Strong business perception, strategic planning, financial management and marketing skills
- Demonstrated leadership in developing high quality programs and services.
- Knowledge and experience implementing evidence based data and evaluation systems.
- Experience developing and managing program budgets, identifying funding needs and opportunities, proven skills in developing and writing funding proposals and reports.
- Ability to build and maintain solid relationships with strategic partners, stakeholders and partners in social services within Peel Region and beyond.
- Strong communication skills including presentations, coaching, mentoring and public speaking.
- Ability to exercise excellent judgement, prioritize, flexibility, creativity, and sensitivity.
- Ability to manage multiple assignments, take additional responsibilities and be a team player.
- Experience building and maintaining positive relationships with funders at different levels of government, and with foundations.
- Proven skills in developing and writing successful funding proposals and producing funder reports.
- Excellent Computer skills: MS Word, Excel, PowerPoint, Social Media, Office 365.
- Flexible to work evenings and or on weekends, if and when required.
- Police Record Check including for Vulnerable Sector at your own cost.
- Must have own transportation, valid driver license and insurance to use your vehicle for job related travelling if or as needed.

INTERNAL STAFF DEADLINE TO APPLY IS THURSDAY FEBRUARY 17th, 2022

External candidates, please submit your resume along with a cover letter in ONE document (PDF, Word or Rich Text Format) referencing:

BMC-JC-0205-Manager Settlement Services by February 25th, 2022 to:

Human Resources Department
Brampton Multicultural Community Centre
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: hr@bmccentre.org

BMC is an equal opportunity employer that promotes the principles of diversity and equity, and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations are available upon request; all requests must be made to the HR department in advance.

(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)