

Job Posting: Program Manager

Competition Number:	VN-22338-BB
Type:	Internal & External – Full-Time (Temporary until March 31st, 2023)
Hours of Work:	Average 40 hours per week; Days (Monday through Friday; 8:30 a.m. to 5:00 p.m.,)
Compensation:	\$56,700 - \$62,100 based on experience,
Program & Location:	Bette's Boutique – Downtown Eastside, Vancouver
Deadline:	Monday November 21st, 2022

About Us:

Atira Women's Resource Society, an award-winning nonprofit organization known for its inclusionary hiring practices and where a job is more than a pay cheque. We offer the opportunity to work alongside a remarkable group of women working to make the world a more just place, one woman, one child, one home, one job at a time.

About the Job:

Reporting to the Director, Non-Residential Programs or their designate, the Program Manager at Bette's Boutique is responsible for the day to day operations of the store including managing stock, keeping the store space clean and clear of debris; supervising staff, coordinating schedules, covering shifts, facilitating new staff trainings, and monthly staff meetings; administration including submitting statistics, approving invoices, payroll; and community relationship building with donors, community partners and the women.

About You:

You are a feminist, passionate about the work of ending violence against women and children. You embrace Atira's mission, vision, values and philosophy. You have a well-developed understanding of and commitment to anti-oppression work and intersectionality. You are familiar with colonialism especially as it applies in Canada and you understand the impact of the residential school system. You are committed to working with women who are struggling with substance use and or mental wellness and understand and are comfortable working within a harm reduction environment. You support women who choose abstinence, but understand abstinence is just one option for women struggling with substance use. Your definition of woman includes transgender, two spirit and intersex women, and transfeminine individuals. You are sex worker positive.

You question actions inconsistent with our values and you treat everyone with fairness and respect independent of their status or disagreement with you. You expect great things from yourself and your co-workers. You inspire others with your passion for women's anti-violence work and your eagerness for excellence. You contribute to an environment where women can flourish and grow and you seek what is best for women, rather than what's best for you or your team. You challenge the status quo to improve quality and sustainability and you take smart risks and make tough decisions without agonizing.

You have significant experience as a front-line support worker working with women affected by violence/abuse, combined with relevant education and or skill-based training. Lived expertise is an asset, as is living in the community in which you work. Atira strives to hire staff who reflect the women we serve.

Resumes from qualified First Nations, Métis and or Inuk women are encouraged, as are resumes from Black women, women of colour, trans women, women who are disabled and women from other equity seeking groups. Fluency in a language(s) other than English is an asset.

Additional Requisites/Assets:

- A valid First Aid Certificate is required
- Non-Violent Crisis Intervention Certificate is an asset
- Covid-19 (Including Booster) and annual flu vaccinations are required, unless with exemption
- All positions are subject to a Criminal Records Review (Submitted by Atira)
- Minimum five (5) year front-line support work experience; preference given to candidates with lived expertise
- Experience must be in increasingly more senior roles and at least (2) two of those years must be in a supervisory capacity.

Application Process:

Applications should be emailed to jobs@atira.bc.ca **Please quote the Competition Number in your email subject line and provide a cover letter with a current resume describing how you meet or exceed the above-noted qualifications.** Resumes with a Cover Letter unique to Atira are guaranteed a review. Candidates who lack the experience and qualifications set out in the posting may not be considered, although an exceptional cover letter and transferable skills may overcome lack of experience for some positions. **Please go to atira.bc.ca/careers for a current list of postings.**