



TITLE: Programs Manager, Interim
POSITION STATUS: Full-time
REPORTS TO: Executive Director
SALARY: \$62,000 - \$74,000
POSTING DATE: 3 May 2022
CLOSING DATE: 24 May 2022, 9:00 a.m.
TARGET START DATE: 4 July 2022

ORGANIZATIONAL OVERVIEW

Edmonton Heritage Council (EHC) is a not-for-profit culture organization that connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage.

POSITION SUMMARY

EHC is currently recruiting for an interim Programs Manager to join our team on a temporary 13-month basis to fill a role affected by a 52-week maternity/parental leave.

Through this remarkable opportunity the Programs Manager, Interim will lead the programs team in advancing EHC's mission to increase the impact that heritage work has on the welfare and vitality of our city. If you are a community-minded manager with an understanding of the value of heritage, preferably with experience in the heritage sector or with heritage related activities, we invite you to apply for this position.

The Programs Manager, Interim will lead all programmatic functions of EHC to deliver its services to its various beneficiary groups. EHC primarily delivers its services through three flagship programs, which are:

- Edmonton City as Museum Project (ECAMP)
- Funding Indigenous Resurgence in Edmonton (FIRE)
- Heritage Community Investment Program (HCIP)

KEY RESPONSIBILITIES

- management of programs and program staff
- assessing and guiding staff through professional development needs
- development of new initiatives – both internally generated pilot projects and external opportunities
- participation in long-range planning
- writing reports to/for Executive Director, Board of Directors, and City of Edmonton City Council on program results and activity

QUALIFICATIONS

Technical Competencies

- management experience in Heritage, Culture, or a related field
- experience in managing and facilitating community-led processes
- training in inter-cultural competency, unconscious bias, and anti-racism



- project management certification
- proven experience in leading, coaching and developing a high-functioning team
- management level of financial literacy
- experience in working with diverse groups
- strong working knowledge of CRM and enterprise systems
- proposal, grant, and report writing
- editing
- strong working knowledge of Microsoft Office
- strong working knowledge of Windows and Mac operating systems
- familiarity with heritage skills (research, documentation, interviewing, archives, podcasting, etc.)
- familiarity with cultural, social, and political themes connected to Edmonton's history and heritage

Personal Competencies

- strong interpersonal skills
 - awareness of, and sensitivity to, ongoing effects of colonialism in heritage practice
 - conflict de-escalation
 - ability to empower others
- the ability to communicate effectively with excellent written and oral communication skills
- creative problem-solving skills
- critical, analytical, and systems thinking
- ability to plan, implement, and evaluate
- ability to make decisions that are timely, organized, and appropriate
- work effectively within a team as well as independently
- desire for learning and growth
- disposition of positivity
- high level sense of personal responsibility and integrity
- confidentiality

EHC's office hours are Monday to Friday 9:00 a.m. to 4:30 p.m. The work week generally falls into this schedule with flexibility needed for events or meetings that could occur on evenings or weekends.

Interested candidates, please email resume and cover letter as a single PDF attachment by 9:00 a.m. on Tuesday, 24 May 2022.

Mary Schuurman, Operations Manager
Email: mschuurman@edmontonheritage.ca

EHC is an equal opportunity employer. We encourage diversity and welcome applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two weeks of the closing date.