

## Career Pathways Program Manager

**Apply by:** August 21st, 2022 at 11:59pm EST

**Interview Dates:** mid-September

*\*Only those chosen for interviews will be contacted.*

**Ideal Start date:** October 3, 2022\*\*

*\*\*Prior to the start date, the Program Manager will be invited to attend 2-4 hours of program participant orientations from September 20th - 22nd. These hours will be paid.*

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### To apply:

- (1) Fill out [this form](#) in English or in French.
- (2) Send your CV to [workwithus@inpath.ca](mailto:workwithus@inpath.ca).

### Important notes:

- Name your CV (as a PDF) like this: *Position\_Last name\_First name*.
- Write the subject line of your email so that it corresponds with the name of your PDF.

\*If you have any problems filling out the form or have questions about the process, please email [workwithus@inpath.ca](mailto:workwithus@inpath.ca).

**Hours:** 40 hrs/wk (includes paid lunch hour)

**Starting Salary:** \$65,000 - \$72,000 depending on experience

**Contract length:** 1 year contract with a possibility to renew; 6-month probationary period

**Where you'll be working:** This is a remote condition, with the option to work from the Montreal office

### Benefits, Vacation, and Paid Time Off:

Group health insurance; monthly cellphone contribution; 3-weeks paid vacation per year and a paid winter holiday from December 25th - January 1st; Wellness Days & Sick Days

*\*This position sometimes requires a fluctuating work schedule, with periods of greater demands on time than others. Early morning, evening and weekend work may sometimes be required.*

*\*This role includes supporting an all-Indigenous program team who coordinate a program designed for and alongside Indigenous youth and **we are prioritizing Indigenous applicants for this position.***

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## Your role:

As our Career Pathways Program Manager, you will lead annual planning and day to day implementation of our Career Pathways programs (ArtWorks) and supervise the team Program Coordinators. As part of the management team, you will work closely with Directors, Managers and Heads to bring recommendations forward to support the implementation of organizational strategic planning and inPath's annual Guiding Priorities. You will be supervised by the Sr. Director of Programming.

## Your day-to-day tasks will include:

- Work with Directors, Managers and Heads to support and manage projects connected to the Career Pathways programming, in alignment with overarching program objectives.
- Support the team that coordinates the day-to-day implementation of Career Pathways programming.
- Liaise with partners and organizations related to the Career Pathways program, including work placement/internship hosts.
- Maintain an overarching understanding of the day-to-day implementation of all Career Pathways programs in order to actively support the Program Coordinators, while also creating cross program connections and recommendations.
- Alongside Program Coordinators, create and iterate program resources, tools and templates.
- Collect participant feedback to inform program iterations and reporting.
- Track program participation data in the CRM and write quarterly and annual program reports.
- Contributing to funding initiatives and grant applications.
- Work with the Sr. Director of Programming to manage the program's annual budget.
- Manage program timelines, provide status updates and adapt project plans in response to emergent situations.
- Working with the inPath events team, plan and support training, events and workshops
- Supervise program coordinator team of 1-4 people including, but not exclusive to: hiring, onboarding and training, ongoing feedback and performance reviews, workload management, time-off approval, goal setting and maintaining a supportive environment that promotes respect, mutual understanding and room for conflict management/dialogue if/when needed.
- Promote safety, accessibility, anti-racism and anti-oppression in the workplace and steward the work environment as a space of connectivity and respect.

*\*This position sometimes requires a fluctuating work schedule, with periods of greater demands on time than others. Early morning, evening and weekend work may be required.*

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## About You (your skills and qualities):

*\*We recognize the value of both paid and unpaid work and the value of lived experience. The following skills and qualities will help you thrive in this role. Remember: you don't need to have all of these to be a strong candidate.*

- You're skilled at prioritizing work and adapting to shifting circumstances. You're also comfortable asking for help and are willing to help out where needed. You like to learn and are comfortable not knowing everything right out of the gate.
- You have experience working in the arts sector and with artists.
- You have experience working with Indigenous people, in both remote communities and in urban centers.
- You are comfortable with giving and receiving direct feedback.
- You are comfortable working with fluctuating timelines and varying intensity of workloads.
- You can adhere to deadlines and work well on long-term projects that require both admin-type and big-picture responsibilities.
- You are comfortable setting up your own workflow and planning short and long term projects.
- You consider yourself digitally fluent and have worked with a range of digital platforms (experience with Asana, Slack, GSuite will be helpful for this role).
- You understand the connection between clear communication and effective working relationships.
- You are comfortable collaborating with teammates and working with external clients and consultants.
- You are a natural leader who can support a small team.
- You value the work environment as a space of connectivity and respect. Safety, accessibility, anti-racism, curiosity, and anti-oppression are part of the way you work.
- You are committed to learning new skills and are willing to unlearn.

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## Qualifications for this Position:

*\*We recognize the value of both paid and unpaid work and the value of lived experience. For this job, you should have some or all of the following qualifications:*

- A university degree in a field that relates to the necessary experience, skills and qualities of this position and/or 2-4 years of on-the-job experience in a similar position;
- Experience implementing arts based programs;
- Experience as an artist, entrepreneur or arts entrepreneur an asset;
- Experience supervising teams;
- Experience managing both small and larger scale projects and/or programs;
- Knowledge of cultural protocols, history and cultural values of Indigenous Peoples across so-called Canada;
- Experience working with Indigenous people in a culturally safe manner;
- Training in emotional intelligence / interpersonal / collaborative skills;
- Organizational and planning skills.

## About Us:

We are a learning organization that designs and delivers arts-based programs alongside Indigenous youth. We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years. We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where creative learning encourages curiosity, promotes agency, and helps people feel connected to a community.

## Our Work Culture & Norms:

Working as part of the [inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of [40+ artists](#) and 500+ youth who are building strength-based narratives through creativity. Our work environment is:

- Hierarchical, support-based, and highly collaborative
- Primarily English-speaking
- Fast-paced, dynamic, and nimble
- Guided by collectively developed group norms and agreements that focus on well-being

- A mix of in-person and remote team. Our office space is in St. Henri, a charming neighbourhood in the south west of Montreal. Our team is primarily remote right now and we are interested in setting up a work opportunity that meets your needs. We also offer some flexibility in work hours.

### Our Team is Committed to:

- Learning and professional development. We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.
- Caring, reciprocal relationships
- Un/learning our colonial history and present-day systems of oppression
- Our vision, mission and values as lived in the day-to-day
- Anti-oppression and anti-racism practices and pedagogies
- Systems change in education and learning from the inside out
- Collaborative work and creative problem solving
- An open, generative approach to giving and receiving feedback

### Accessibility:

Our team is working remotely until further notice, with an option to work from the office. Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-free policy. If you have specific questions relating to accessibility, please email [workwithus@inpath.ca](mailto:workwithus@inpath.ca).

### A Note on Employment Equity:

We value the contributions individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve.

**If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**