



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Manager, Integrated Service Delivery Competition #2019-018-BO

Employment Type:	Contract (ending March 1, 2020), Non-Bargaining Unit
Work Hours:	35 hours/week
Application Deadline:	Open until filled. Resumes will be reviewed upon receipt.

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Building Opportunities

The Building Opportunities Unit (BOU), which brings together our employment services, settlement and language services, financial empowerment services, youth services and volunteer & mentorship programs, provides an integrated service experience for our clients to more effectively address the complexities inhibiting employment, settlement and financial wellbeing outcomes.

This role will have direct oversight of WoodGreen's new TD Ready Challenge initiative.

What You Will Do

- Oversee and complete project management activities for integrated service delivery roadmap, including project scope, charter, deliverables, resources, timeline, budget, funding milestones and leadership liaison;
- Support the change management initiatives within different BOU programs to create alignment and standardization across and between programs;
- Build and showcase the outcomes of integration initiatives developed through the different phases and key milestones of the integrated service delivery roadmap;
- Lead collaborative design and implementation of a program integration strategy and ensure that voices of frontline staff and people with lived experience are meaningfully built into the program integration process;
- Lead development of project work plans and implementation of specific programmatic deliverables within the TD Ready Challenge initiative.
- Ensure regular communication and meaningful involvement of internal key stakeholders throughout program integration process;
- Throughout the planning implementation phases, oversee the collaborative planning and engagement of key informants including collaborative partners, service providers, government officials, people with lived experience, and other key stakeholders;
- Abide by the anti-racism, anti-oppression objectives and community development principles of the organization.

What You Bring to the Team

- Bachelor Degree, preference given to Social Work, Adult Education, Community Development, and Business Administration.
- Two to Five (2-5) years of project management experience, preferably relating to program development in the non-profit sector.

What Will Set You Apart

- Excellent judgement and interpersonal skills, including verbal and written communication;
- Strong knowledge and experience in change management initiatives, program development, conflict resolution, capacity building and community partnerships;
- Strong project management, multi-tasking and organization skills;
- Relevant experience conducting interviews and focus groups with a variety of individuals;
- Knowledgeable about program evaluation and measurement;
- Ability to exercise flexibility, creativity and sensitivity in response to changing needs;
- Experience developing written tools/resources, briefings, documentation, and reports;
- Strong attention to detail, coupled with big picture thinking;
- Strong understanding of social justice and equity issues;
- Experience coordinating meetings and events;
- Demonstrated history of working and producing in a team environment as well as independently;
- Knowledge of Microsoft Office;
- Previous experience in the non-profit sector preferred.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	SVanderherberg@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.