



The John Howard Society of Kingston & District is recruiting a dynamic and inspiring manager for its very successful and growing employment agency, ReStart. The right candidate will join a young and highly motivated team with a track-record of very high achievement and an appetite for change and innovation.

POSITION: *Manager
Employment Services (ES)*

LOCATION: *900 Montreal Street, Kingston, Ontario.*

STATUS: *Permanent, Full-Time (35 hrs/Wk), Comprehensive Benefits.*

SALARY: *Starting at \$60,000.00*

RESPONSIBILITY AND DUTIES:

1. Establish office policies, standards and procedures. Define goals and objectives of the service, in collaboration with the Executive Director.
2. Ensure high quality and timely service of all components of program according to EO guidelines and budget.
3. Manage day-to-day operational aspects and identify resources needed. Proactively manage change, anticipate potential challenges and devise contingency plans.
4. Determine and effectively communicate expectations with staff. Delegate tasks appropriately.
5. Coach, mentor, motivate and supervise ES staff and influence them to conduct their work in a positive and accountable manner.
6. Work with the Executive Director to develop a strategic plan. Prepare and submit regular reports to the Executive Director and/or funder as required.
7. Identify and manage timelines, milestones and deliverables of service.
8. Identify and resolve issues and conflicts.
9. Establish and maintain effective working relationships and partnerships with key stakeholders.
10. Liaise with Ministry of Training, Colleges and Universities (MTCU) staff as needed.
11. Ensure services delivered are within the Employment Ontario guidelines and within the policies and procedures of John Howard Society.
12. Acting duties in the Executive Director's absence as designated.



QUALIFICATIONS:

- A proven track record of success in a management position in the not-for-profit sector.
- A university degree in the social sciences field. Specific education, training or certification in administrative management is an asset.
- Demonstrated knowledge of office administration and human resources.
- Knowledge of working within an outcome-based environment.
- Computer literacy, including Microsoft Office Suite, databases and internet
- Excellent interpersonal, team building, problem solving and analytical skills at a highly proficient level.
- Effective organizational and decision making abilities.
- Previous experience with an Employment Ontario program is highly desirable but not required.
- A satisfactory Criminal Police Check

***Please send your CV and Cover Letter to ed@johnhowardkingston.ca
The Closing Date for applications is August 17th, 2016
Only successful applicants will be contacted.***