



CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING

JOB TITLE: Program Manager, Inclusion & Engagement
DEPARTMENT: Program Department
DIRECT SUPERVISOR: Director of Programs
SCHEDULE: Full-time, maternity leave replacement

SUMMARY

The Centre is seeking a dedicated and dynamic Program Manager to lead the development and delivery of inclusive and engaging programs. This role will oversee and supervise all aspects of programming that has been adapted including programs that support leisure, arts, social programming, continuing education, and francophone initiatives. The Program Manager will be clinically responsible for ongoing program evaluation and for initiating changes when necessary. They will design, implement, and evaluate services to ensure they effectively meet the diverse needs of our members. Additionally, this role will involve supporting and mentoring fieldwork students from partnering universities.

DUTIES AND RESPONSIBILITIES

- Oversee the operational, procedural, and supervisory aspects of a range of programs within the Centre, including but not limited to LGBTQ+ programming, holiday celebrations, and therapeutic/recreational/music/artistic initiatives.
- Collaborate with the Marketing Team to ensure effective promotion of programs and adjust strategies as needed to maximize engagement.
- Develop and implement therapeutic programs tailored to members' needs through the CummingsConnex Program.
- Work closely with internal committees, departments, and external partners to ensure effective program development and delivery.
- Design and administer surveys and other evaluative tools to monitor program effectiveness and implement improvements based on feedback.
- Prepare detailed reports for both internal stakeholders and external funders or review bodies.
- Conduct outreach and foster collaboration with community organizations, service providers, and other relevant partners to enhance program offerings.

EDUCATION, EXPERIENCE AND SKILLS

- A degree in a clinical field such as Social Work, Occupational Therapy, Physical Therapy, Speech-Language Pathology, or a related discipline (required for supervision purposes)
- Proven ability to lead and collaborate with a dynamic team, while also working effectively independently
- Exceptional attention to detail and strong organizational skills
- Experience in program evaluation considered a strong asset
- Excellent communication skills with the ability to collaborate across departments and disciplines
- Compassionate, patient, and committed to enhancing the quality of life for older adults
- Fluency in French (oral and written) is required

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

Interested candidates may submit their resume to hr@cummingscentre.org