



## **CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING**

**JOB TITLE:** Program Manager, Programs  
**DEPARTMENT:** Program Department  
**DIRECT SUPERVISOR:** Director of Programs and Communications  
**SCHEDULE:** Full-time, 1-year maternity leave replacement

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### **SUMMARY**

The Cummings Centre is seeking a Program Manager to oversee all aspects of our programs, including Leisure, Fine Arts, Crafts, Social Programming, Global Affairs, Continuing Education, Special Events, and Social Outings. The Manager will be responsible for assessing, developing, implementing, and evaluating programs while managing budgets and aligning services with the Centre's strategic plan and best practices. This role is highly collaborative, requiring strong leadership, program management, and community engagement skills.

### **DUTIES AND RESPONSIBILITIES**

- Supervise and support staff to ensure quality program delivery
- Manage program budgets, reporting, and compliance requirements
- Collaborate with internal teams and external partners to enhance programs and promote the Centre
- Oversee program marketing, outreach, and communications in coordination with the Marketing Team
- Liaise with IT for database management, website updates, and staff training
- Support volunteer committees, registration, and social services to ensure a positive member experience
- Monitor program participation, member feedback, and overall satisfaction
- Represent the Centre in the community and foster partnerships
- Ensure operational needs such as supplies, space, and logistics are met
- Carry out other responsibilities, as required

### **EDUCATION, EXPERIENCE AND SKILLS**

- A Bachelor's degree in a clinically relevant field

- Proven ability to lead and collaborate with a dynamic team, while also working effectively independently
- Exceptional attention to detail and strong organizational skills
- Experience managing projects in a non-profit community setting
- Experience in program evaluation considered a strong asset
- Excellent written and verbal communication skills with the ability to collaborate across departments and disciplines
- Strong customer service orientation and interpersonal skills
- Experience working with volunteers, lay committees, and community partners, an asset
- Proven networking abilities with a customer service orientation
- Proficiency in Microsoft Office Suite and comfort with program databases (Salesforce experience a strong asset)
- High degree of reliability, discretion, and professionalism
- 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](mailto:hr@cummingscentre.org)**