



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: mnsinfo.org / Email: info@mnsinfo.org

JOB POSTING

Youth Wellness Hub Manager Position

Salary Range \$60k to \$65k

Malton Neighbourhood Services “MNS” is a non-profit charitable organization providing quality programs, services and supports for children, youth and families since 1975. The Youth Wellness Hub (YWH) is developing a new, innovative, and multi-partner ‘one stop shop’ for youth and families with supports, services and systems working collaboratively on-site. This system transformation effort requires a leader and full-time Manager for a 2.5-year contract position with benefits; starts January 2019. The successful candidate will report to the Executive Director.

Position Description:

The Manager is an engaging leader who manages all aspects of daily operations ensuring alignment with the strategic goals of the MNS hub and the requirements of Youth Wellness Hubs Ontario (YWHO). The Candidate will foster and maintain collaborative relationships with multiple community partners and ensure youth and family members are actively engaged in all aspects of the YWH’s development and governance process. The Manager will facilitate and support youth-led communications and marketing activities, will represent and promote the YWH organization in the broader community, and be responsible for ongoing and specific projects as assigned.

Specific Responsibilities:

- Ensure the voice, ideas and preferences of youth, family and community members inform and direct the development and governance of the YWH,
- Manage the daily operations, budget, staff and stakeholder relations, administration of contracts/agreements, liaising with administration, office and IT department as needed,
- Support the collaborative development of the YWH’s strategic goals and ensure the implementation of annual business plans and special projects,
- Manage all aspects of partnership development; ensuring coordinated and collaborative program and service implementation and joint training,
- Facilitate and maintain a high functioning YWH staff team with multiple partners,
- Collaborate with community members and stakeholders on service needs and interests to improve and refine Hub operations,
- Support the data collection and client centered evaluation of outcomes,
- Deal sensitively with the range of complex and challenging issues presented by centre users,
- Facilitate youth-led marketing and communications; actively engage in social media and represent the YWH in public and community relations,
- Support the creation, and lead the implementation, of fund development plans,
- Access resources from and ensure alignment with YWHO provincial strategies,

- Actively participate in MNS and Community Hub outreach activities and events, which may include evening and weekend hours,
- Other duties that may be assigned

Required Skills & Qualifications:

- Bachelor's degree required (BSW preferred) and experience working with non-profit, youth focused community agencies
- Experience in managing multiple projects (project management certification an asset)
- Superior organizational, interpersonal, written and oral communications skills
- Experience facilitating teams, networks or coalitions of contributing partners
- Demonstrated ability to build relationships with diverse communities; a commitment to the principles of equitable youth and family engagement; and an anti-racism, anti-oppression lens Ability to maintain a high level of confidentiality and professionalism
- Demonstrated ability to develop and write funding proposals
- Able to work evenings, weekend, occasional travel (valid license, insurance and vehicle required)
- Familiarity with budgets and financial reporting
- Excellent computer skills including MS Word/Excel/PowerPoint
- Strong social media abilities including Snap Chat, Facebook, Instagram, Twitter, LinkedIn
- A satisfactory vulnerable sector criminal records check

Submit a cover letter, resume, and three references to the Hiring Committee at hr@mnsinfo.org.

Deadline for applications: Friday, December 14, 2018. There will be a short pre-screening interview and candidates must provide a current police records check. We thank all applicants, however, only those selected for interviews will be contacted.

Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs