

**iSucceed Program Manager**

**Job Opportunity**

**Who we are:**

iHuman Youth Society is a non-profit organization whose mission is to serve marginalized youth; promoting their inclusion in the community through crisis intervention, arts, mentorship and life skills development programming.

iHuman embraces everyone. From cultivating a culture where all employees can bring their best selves to work to deploying diversity initiatives that support our youth, we’re doing what it takes to build a more equitable workplace and world.

**What we can offer you:**

After completing the probation period, we offer generous health and dental benefits and paid time off. The iSucceed Program Manager will work in a creative work environment to impact vulnerable and marginalized youth positively. If you are a passionate individual looking to work in a nontraditional way, we welcome your application.

**About the Role:**

Reporting to the Director of Operations, the Manager is an integral part of the team, responsible for overseeing the iSucceed Department and engaging youth aged 12-24 years. Working with other iHuman Youth Society staff to plan and achieve tailored success for each client, the Manager will work with internal departments and external partners to support the growth and development of participants.

This position works 37.5 hours/week from Monday to Friday, with some evenings and weekend hours when required.

**What you would do:**

* Oversee the Soul Food Kitchen, LiNKS Mental Health Clinic, Family Room and the iSucceed space
* Supervise staff members
* Facilitate in guiding youth towards the appropriate iHuman programs to support achieving their goals
* Connect with external agencies and service providers to bridge the gap for youth to access their programming and services
* Facilitate the navigation of potentially complex systems to sustain community services that address the mental wellbeing of the participant
* Ensure professional skills used to provide services and support to participants reflect best practices by engaging in a process of continuous learning and professional development.
* Ensure services align with program outcomes by capturing results and celebrating achievements for each participant
* Connect with temporary work agencies for ongoing employment opportunities
* Accompany youth to tour educational institutions if needed, along with sitting in on meetings with their facility staff to support youth’s needs
* Assist youth in creating resumes, cover letters, and preparing for job interviews
* Seek opportunities in the community to build and strengthen experience for iSucceed accessing youth
* Assist youth in realizing their potential to either develop a service or product to create a presence in the community to represent themselves in a positive way
* Support the Indigenous population who access iHuman services
* Advocate for awareness of cultural safety
* Available to assist in general iHuman culture, and fostering the 4 Pillars (Self-worth, Belonging, Purpose, and Identity)
* Other duties as assigned

**Qualifications:**

* Experience working with young adults from traumatized populations
* Experience in navigating resources and services for youth in Edmonton and area
* Experience as an effective leader and supervisor
* An understanding of Indigenous cultural connection, land-based teachings, and experience working with Indigenous Elders and Knowledge Keepers is an asset.
* Related post-secondary education or equivalent work experience (Life experience may also be considered)
* Creative interest in the arts (visual, music, performance, dance, textile); experience using arts mentorship as an engagement tool with youth.
* Strong demonstration of skills in adaptability and flexibility in a dynamic environment
* Computer competency with Mac and PC computers
* Excellent communication and interpersonal skills; coaching and mentorship skills
* Demonstrated ability to develop trust relationships with youth; respond to situations with understanding, sensitivity, empathy, and professionalism.
* Must be organized and have excellent follow-through.
* Strong capacity to be self-motivated
* Effective teamwork skills
* Valid driver’s license and access to reliable vehicle
* Clear Police Security Check and Child Intervention Check (dated within 90 days)

**Wage:** $28-$30/hour

**To Apply:**

Please send a cover letter and resume in one document (Word doc or PDF) to the iHuman HR Consultant, at [violet@ihuman.org](mailto:violet@ihuman.org). Please include “iSucceed Program Manager” in the subject line of the email. The position will remain open until a suitable candidate is found.

We appreciate your interest. Only candidates selected for an interview will be contacted.