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## Job Description Program Manager

**Job Title:** Program Manager, GEN7 Indigenous Youth Role Model Program  
**Reports To:** Chief Executive Officer  
**Job Category:** Full-time (until August 2019 with possibility of extension).  
Continuity of position subject to continued funding  
**Location:** Virtual/Home Office – Ottawa or Toronto (other Canadian locations will be considered)  
**Deadline:** Position will remain posted at [www.motivatecanada.ca](http://www.motivatecanada.ca) until filled  
**Apply:** Individuals who fit the job requirements below can submit their professional resume & cover letter **by email only** to [lisa@motivatecanada.ca](mailto:lisa@motivatecanada.ca)

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**MOTIVATE CANADA**

Motivate Canada is a Canadian charitable organization specializing in Youth-Driven Development (YDD) - a unique youth-social impact framework that unlocks the innovation potential of young people while inspiring them to create positive change within and for their communities.

Since its inception in 1994, Motivate Canada has worked to make a difference in the lives of thousands of Canadian youth. From modest beginnings as a one-program provincial organization, Motivate Canada has expanded its reach and social impact – now delivering three core YDD initiatives across Canada. Motivate Canada’s initiatives are developed “by youth, for youth”, in order to deliver age and culturally relevant activities supported by peer and adult advisors.

### **GEN7 Indigenous Youth Role Model Program**

Motivate Canada’s GEN7 Indigenous Youth Role Model program was founded in 2004 after a successful pilot program in partnership with the Aboriginal Sport Circle. For more than 10 years, GEN7 has trained and supported Indigenous youth role models (“GEN7 Messengers”) to make a positive difference in their communities through the power of sport, physical activity and connection to culture.

### **Overview of Role**

Based on the outcomes of a third-party evaluation of the program, in addition to the feedback of the program’s youth and partners at the recent GEN7 Sunrise gathering, the GEN7 program is undergoing a strategic re-visioning process.

As supporters of the Truth and Reconciliation recommendations for Indigenous peoples, Motivate Canada has gathered the feedback from GEN7’s Indigenous youth, who are leaders in their respective communities, to inform the evolution of the program. A Strategic Framework was developed from the values and recommendations of these youth, and a new GEN7 Program Manager position has been created to support the continued strategic and program growth with a focus on sustainable program model development grounded in partnership and innovation.



## **General Responsibilities**

The GEN7 Program Manager is responsible for the general overall management of the GEN7 Program. The new 2018 Strategic Framework was developed to evolve GEN7 from a program of Motivate Canada, toward an Indigenous youth-led social enterprise. The GEN7 Program Manager is responsible for converting the Strategic Framework into an Operations Plan, in addition to managing the duties outlined below.

## **Specific Responsibilities**

### **Program Management**

- Development of Operational Plan based on 2018 Strategic Framework
- Develop and coordinate working groups to implement the Strategic Framework
- Management of ongoing concept development and project planning
- Coordinate training forum for GEN7 Messengers
- Coordinate professional development opportunities for GEN7 Messengers (conference attendance, meeting attendance, etc.)
- Provide regular reports to CEO

### **Financial Management**

- Familiarity with proposal development, working with multiple levels of government and navigating the fundraising landscape of Indigenous programming is an asset
- Development and management of monthly, quarterly and annual financial budgets
- Management of GEN7 financial agreements to ensure all terms and conditions are met
- Reporting to funding partners, the CEO and the Motivate Canada Board of Directors as required

### **Communications & Promotion**

- Coordinate the development of a communications strategy based on the Strategic Framework recommendations
- Management of the evolution of the GEN7 brand & promotional materials
- Management of the GEN7 digital communications (website, social media)
- Identification of key opportunities to promote GEN7 and Motivate Canada

### **Partner Liaison**

- Develop relationships and build partnerships with Indigenous organizations, and support networks throughout Canada
- Identification of partnership opportunities and negotiation of agreements, together with the CEO
- Regular communication with all partner organizations

### **Administration & Human Resources**

- Management and supervision of GEN7 Messengers, contractors, and volunteers
- Attendance at staff meetings, Board of Directors meetings (as required) and other meetings as needed, ensuring that activity reports are provided as requested
- Daily management and oversight of all GEN7 activities



### **Qualifications**

To successfully perform this job, the individual must be highly motivated with an entrepreneurial mindset, have an interest and willingness to learn about social enterprises, and be action-oriented to accomplish the tasks necessary for the long-term success of GEN7. The GEN7 Program Manager will be both a skilled project manager and respected relationship builder.

*Motivate Canada hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.*

### **Required**

- Appropriate university degree in Public/Business Administration, Commerce, International Relations, Education, Indigenous/Native Studies, Sport/Event Management, or equivalent combinations of education and experience,
- Comprehensive knowledge of Indigenous history, issues, culture, beliefs, political structures and practices and their application to the development of culturally sensitive and respectful initiatives of Motivate Canada,
- Experience and comfort working with multiple levels of government, as well as corporate funders, foundations, etc. as well as considerable experience in developing and presenting reports,
- Excellent project/program management experience and skills are essential
- Full comfort and knowledge of computers and online digital platforms, including the ability to work efficiently with all Microsoft suite programs, as well as email, web, online project management tools, etc. (Please provide details in your application)
- Excellent communicator (written, verbal) in a professional environment including comfort with facilitating meetings (internal and external), and public speaking
- Both process and outcomes oriented with a strong attention to detail
- The GEN7 Program Manager must be prepared to travel throughout Canada within Motivate Canada's travel policies, and interact with Indigenous youth and community leaders. Travel is likely to include evenings and weekends based on program needs.

### **Assets**

- Fluency in French (written & oral) considered a strong asset
- Experience working in a not-for-profit and/or charitable environment, including grant writing
- Experience facilitating/supporting program research and evaluation
- Experience/knowledge of alternative program models including social enterprise



## **Competencies**

To perform the job successfully, the individual should demonstrate the following competencies which incorporate the Seven Sacred Teachings.

### Bravery/ Courage – Bear

- Continuously seeks opportunities to improve systems by taking initiative and risks, and championing new ideas even in the face of change and uncertainty.
- Consistently persists in the face of obstacles, takes action to do whatever it takes to get the job done to reach high personal goals and standards.
- Monitors the progress of work to meet deadlines even under stress and pressure through planning and prioritizing.
- Initiates creative planning and thinks outside the box
- Advocates for change

### Respect – Buffalo

- Builds relationships with internal or external collaterals by soliciting input, focusing on their needs, responding quickly and following through on commitments.

### Honesty – Sabe

- Demonstrates effective communication by sharing information, asking questions, listening to responses and explaining ideas clearly and concisely.
- Acts with good intentions by telling the truth, taking responsibility and following through on his/her commitments.
- Ability to effectively represent the organization

### Love – Eagle

- Shows an understanding of others and their needs by demonstrating compassion and adjusting his/her style to fit the situation and people.

### Wisdom – Beaver

- Demonstrates a thorough understanding of Indigenous communities in Canada
- Knowledge, awareness and respect of Indigenous culture, language, traditions, and practices.

### Humility – Wolf

- Creates an environment that fosters collaboration while still contributing his/her own portion and sharing credit freely with the team.
- Is readily able to adapt to changing circumstances or conditions within a variety of situations, and with various individuals or groups.

### Truth – Turtle

- Gathers relevant information, recognizing patterns and themes in the data, generates and considers multiple alternatives and makes decisions in a timely manner.
- Analytical and critical thinker



### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk.

### **Work Environment**

This is a virtual office/work-from-home opportunity. The ideal candidate will have an appropriate home office already set-up, with a reliable computer/laptop, software, phone (cell phones are ok), and reliable high-speed internet access.

Due to an emphasis on relationship building with government, corporate and other national partners, preference is for someone based in the Toronto or Ottawa area, however consideration will be given to applicants in other urban centres in Canada if they have the proper experience and credentials.

While our team is expected to maintain office hours between 9am and 5pm EST, our virtual team environment offers staff the professional bandwidth to perform their role on a more flexible schedule. Candidates should consider their suitability and interest in this type of team environment prior to applying.

### **Other duties as determined from time to time**

As Motivate Canada has a small team and dynamic program environment, the CEO may assign other duties as applicable from time to time to support the overall needs and objectives of the organization.