**Program Manager**

Sunalta Community Association

*Sunalta is a residential neighborhood in the Southwest quadrant of Calgary, Alberta. The Sunalta Community Association (SCA) is actively involved in addressing the concerns of this inner-city neighborhood and serves a population of just over four thousand people. The vision of the SCA is to build an inclusive, supportive, vibrant, and thriving community. The SCA builds opportunities for the community to thrive by creating space for residents to be changemakers, mobilizing community assets, building innovative partnerships, and leveraging social entrepreneurship.*

***Community Hubs Initiative:*** *Sunalta is thrilled to be entering its seventh year as part of the* [*Community Hubs Initiative*](https://calgaryunitedway.org/impact/communities/community-hubs/) *– a partnership between the United Way of Calgary and Area and The City of Calgary, with the Rotary Club of Calgary as a founding partner. Community Hubs are welcoming and inclusive gathering spaces where residents build connections, access supports and services, and work together to identify and respond to community needs, all of which contribute to stronger neighbourhoods. Six Community Hubs serving more than 200,000 Calgarians exist in the communities of Bowness, Greater Forest Lawn, North of McKnight, Village Square, and Sunalta.*

**Hours of Work:** 40 hours/week

**Work Schedule:** This position will have a flexible work schedule that will include a combination of daytime weekday, evening, and weekend hours.

**Reports to:** Director of Operations

**Compensation:** $50,000 + $2000 Health Spending Account + 3 weeks paid vacation

**Requirements:** This position will be subject to a vulnerable persons and criminal record check

**Position Summary:** The Program Manager will oversee program facilitation and development; lead event planning and relationship building; volunteer recruitment and retention; and support the various community-building initiatives related to the Sunalta Community Association’s Hub Initiative. The Manager will also be responsible for grant writing, reporting, and program evaluation.

**Responsibilities**

Programming & Community Building

* Plan and facilitate ongoing Sunalta programs and initiatives: oversee budget management, stakeholder relations, logistics planning, volunteer recruitment and retention, and resource coordination
* Work with the City of Calgary Community Social Worker to organize and facilitate a wide variety of resident gatherings and activities at the Sunalta Community Association
* Reach out and personally connect with key stakeholders for the purpose of information gathering
* Support residents and/or community groups in bringing their ideas for neighbourhood improvement to life; build resident leadership and capacity
* Work with the City of Calgary Community Social Worker to connect residents to supports and services
* Collaborate with partners and partner organizations to develop or bring in new community programs that meet resident needs
* Support the Director of Operations with large-scale events
* Attend all Community Hubs Initiative meetings – including but not limited to the monthly Hub Huddles and quarterly Community of Practice meetings.

Program Evaluation

* Collect program information for the purposes of evaluation (participant numbers, demographics, impact stories, and surveys)
* Research, create and implement new systems and efficiencies for gathering, analyzing, and easily reporting on evaluation data
* Work with the City of Calgary Community Social Worker to complete evaluation reports for program funders

Fundraising

* Find corporate sponsors for SCA programs, events, and initiatives
* Write micro grants (<$5,000) for SCA programs, events, and initiatives
* Add fundraising components to programs and events where appropriate

Marketing + Communications

* Prepare social media and communications to promote Sunalta programs, events, and initiatives and send to Communications Manager for distribution.
* Input events into the SCA on-line events calendar
* Update the SCA website on a regular basis to reflect our current programs and initiatives
* Prepare posters for community events and Sunalta programs and distribute them on our community boards

**Qualifications**

* Commitment to and passion for our vision; building an inclusive, supportive, vibrant, and thriving community
* A minimum of 2 years of experience in Community Development, Program Management, Social Work, Community Economic Development, Non-profit Management, Event Planning, or a related field
* A minimum of 1 year of experience writing and reporting on grants, securing corporate sponsorships, and leading third-party fundraising initiatives
* Experience managing volunteers or staff
* Working knowledge of community development principles, social work, impact measurement and evaluation, and non-profit management an asset
* Experience working with diverse populations
* Excellent verbal and written communication skills
* Self-starter
* Strong problem-solving skills and ability to multitask

*Please send your application including* ***resume and cover letter*** *before* ***11:59pm on Thursday, April 3rd, 2025*** *to* [*jenn@sunalta.net*](mailto:jenn@sunalta.net) *with the subject line “Program Manager”.****Only complete applications will be considered.***

*We recognize that all too often, potential candidates don’t apply for a position simply because they don’t hit every single criteria included in the job description—particularly members of underrepresented groups. Whether or not your experience checks off all the boxes on a job posting, we still encourage you to apply to ensure that your application receives a review from our team.*

*The Sunalta Community Association is an equal opportunity employer that is deeply committed to building equitable workplaces that are diverse and inclusive. We actively encourage candidates from all backgrounds and lifestyles to consider us as a future employer. Please contact a member of our team (info@sunalta.net) should you require accommodations at any point during our virtual interview processes.*