



**Date:** February 5, 2024

**Competition:** 24-07

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING PART-TIME TERM POSITION (28 HOURS PER WEEK)**

**Position:** Program Manager, Centre for Counselling and Community Safety

**Division:** Community & Social Justice Division, School of Health, Community & Social Justice

**Reporting To:** Program Director, Centre for Counselling & Community Safety and Leadership

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### **Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

### **School of Health, Community & Social Justice:**

The School of Health, Community & Social Justice (SHCSJ) consists of two Divisions: Health Sciences Division (HSD) and Community and Social Justice Division (CSJD). CSJD consists of three Centres: Centre for Counselling and Community Safety (CCCS), Centre for Leadership (CL), and Centre for Conflict Resolution (CCR). The School offers a wide range of interdisciplinary programs and courses in counselling and community safety, leadership, conflict resolution, mediation and negotiation, as well as courses and programs in paramedicine and professional health education.

### **Position Summary:**

Community and Social Justice (CSJ) Division seeks an experienced manager with business acumen and an educator's background, including curriculum development experience and expertise, for the position of Program Manager. Reporting to the Program Director, the incumbent is responsible for managing all aspects of educational program delivery including the development and delivery of tuition-based courses and programs in counselling and community safety which includes areas such as complex trauma, trauma informed practice, trauma and crisis intervention, clinical supervision, motivational interviewing, and bylaw enforcement. This position also provides leadership in strategic growth of the program area, developing relevant curriculum, supporting a cohesive faculty community, and providing advising to prospective and current students about courses and programs.

### **Primary Responsibilities:**

Working closely with the Program Director and in collaboration with Centre and Division Staff:

### ***Program Development, Delivery & Management***

- Leads all aspects of tuition programming in counselling and community safety including: program and course design, development and evaluation, business advancement, and financial management;
- Conducts comprehensive and annual program reviews, creating action plans and ensuring compliance with JIBC academic governance processes;
- Reviews and revises courses and programs to ensure relevancy and currency in response to student and instructor feedback and alignment with JIBC's educational philosophy;
- Implements culturally responsive, inclusive, and anti-racist strategies for teaching and learning;
- Explores trends and developments in counselling and community safety and leads the development of new credentials, courses, and special events
- Collaborates with instructors, instructional designers, Indigenous and other communities, and professional associations and organizations, to ensure that courses, programs, and products reflect Indigenous and diverse worldviews, current theory, cultural humility and relevance, use of appropriate educational technologies, best practices, and latest in skills development;
- Develops and/or edits course and program content and materials;
- Manages faculty processes, including recruitment, orientation, training, and providing feedback.
- Fosters an evidence-informed approach to advance the development and delivery of programs/courses (for both tuition and contract offerings) for existing and new students, clients, and markets;
- Directs and consults with students, agencies, and organizations seeking assistance and guidance on training and professional development needs;
- Monitors trends in education and fields related to counselling and community safety and contributes to the Centre's approach for expansion;
- Conducts outreach for the purpose of identifying opportunities and developing relationships;
- Advances and supports relationships with new and existing clients;

### ***Financial Management***

- Manages all financial aspects of tuition programming including budget development and maintenance, monthly financial reviews, variance reporting, and forecasting;
- Analyzes and monitors tuition revenues and expenses and related financial matters and apply mitigation strategies as required;
- Reviews and approves invoices, time sheets, expense claims, and leave forms within area of responsibility.

### ***Other***

- Represents the Centre and Division on relevant JIBC, community, board, government, and post-secondary education committees
- Collaborates with other CSJD Centres and JIBC Divisions and Academies on common program interests;
- Nurtures a collaborative team that efficiently and effectively delivers training to promote human flourishing
- Innovates to shape programming that better serves our students and communities.

## **Qualifications & Requirements:**

### **Education and Training**

- Master's Degree in a relevant field (adult education, social services, counselling, community safety, social justice, etc.), or an acceptable equivalent combination of education, training, and experience.

### **Knowledge, Skills and Experience**

- Minimum 5 years' experience in a similar administrative and leadership capacity, preferably within an education setting;
- Demonstrated knowledge of adult education principles and commitment to excellence in culturally aware and relevant curriculum development;
- Experience with principles of Indigenization and anti-racist pedagogy;

- Experience with curriculum development and managing complex programs and projects;
- Current with theories and trends in adult education, counselling, community safety, and social justice;
- Demonstrated experience in financial costing, budget development, and financial reporting (e.g., variances and forecasting);
- Demonstrated ability to build internal and external relationships, work in a team environment and build rapport and trust;
- Excellent collaborative leadership, supervisory, and mentorship skills;
- Proven ability to market training and education and write proposals;
- Experience working with Indigenous communities or organizations is an asset;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Excellent interpersonal, written, and oral communication skills.
- Excellent organizational, analytical reasoning, problem solving, and conflict management skills;

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

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**Salary Range:** \$75,435.36 - \$83,763.68 per annum (Fair Comparison Faculty Equivalent Job Level L3)

\*Based on 0.8FTE\*

**Posting Date:** February 5, 2024

**Closing Date:** February 23, 2024

**Start Date:** May 6, 2024

Please submit a *resume*, *covering letter* and *copies of academic credentials*, quoting Competition #24-07 via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Rehana Bacchus at [rbacchus@jibc.ca](mailto:rbacchus@jibc.ca).

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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