



Director of Programs and Services

A note about this position:

The North Grove is committed to building an equitable and diverse team that is reflective, at all levels, of the community we serve. We welcome all applications; however, we strongly encourage applications from Mi'kmaq, African Nova Scotian, Black, Indigenous/First Nation, racialized, newcomer, 2SLGBTQIA+ candidates, and candidates with disabilities. All candidates from equity-deserving groups are encouraged to self-identify in their application.

About The North Grove:

The North Grove (www.thenorthgrove.ca) is a dynamic community hub, situated in the diverse community of Dartmouth North. We offer services, programs, and space for people to learn and connect through family support, food, and friendship. We also partner with more than 26 other organizations to help improve health, reduce social isolation and strengthen connections in this community.

The North Grove team is made up of 29 staff and over 160 community volunteers. Collaboration, creativity, and community-centered decision making are important to us.

Diversity, equity, inclusion, and belonging (DEIB) are central to our work and as a team we have committed to a DEIB framework that includes ongoing learning opportunities, policy development, and partnership work.

Learn more about our DEIB commitment here: <https://www.thenorthgrove.ca/deib>

Our approach is rooted in strengths-based practice. This practice sees all members of our community as having resourceful and resilient qualities and strives to support individual self-determination. We seek applicants who share our commitment to working within this model.

About this opportunity:

The Director of Programs and Services is a critical leadership position, with overall responsibility for the effective management of The North Grove's programs in keeping with the vision, mission, and strategic directions of the organization.

The successful candidate will supervise all program areas and will work closely with the Executive Director to meet the Strategic Directions that have been developed by the community, The North Grove team and the Board of Directors.

Our ideal candidate is someone who loves complex problem solving, dreaming big about community program ideas, and mentoring and motivating a team. This is a varied leadership role that has one foot in the day-to-day running of our community hub, and one foot in the behind-the-scenes financial and operations management of the organization. With this in mind, we are looking for someone who has a deep understanding of working with community and who can finetune details while keeping the big picture in mind.

Hours: 37.5 hours per week, Monday to Friday, with occasional evenings/weekends.

Reporting structure: The Director of Programs & Services will report to the Executive Director.

Key Responsibilities:

As Director of Programs & Services you will:

- Support the program staff to develop, implement, and monitor programs across a variety of areas including:
 - Children & Families
 - Home Visiting
 - Service Navigation & Advocacy
 - Community Meals & Food Skills
 - Community Farm & Market
 - Hub Services & Program Partnerships
- Work with the leadership team to ensure implementation of The North Grove’s DEIB strategy, and model the principles of diversity, equity, inclusion, and belonging in all aspects of their work.
- Support and supervise the development of networks with community partners.
- Work with the Executive Director and program leads to develop the budget and manage program spending.
- Implement program evaluation and data collection, and lead organization-wide development initiatives.

- Work closely with the Development and Communications team to build and sustain key funding relationships and contribute to reporting.
- Oversee day to day operations, including supporting participants in critical situations if required.
- Act as a spokesperson for The North Grove and an advocate for our work.

What you will bring:

The North Grove is seeking to build a diverse team and values lived experience and non-traditional ways of learning. If you don't meet all the criteria below but you are excited about the job description and believe you bring unique experience and perspective, please apply!

- A minimum of 5 years experience supervising staff or leading programming
- A post-secondary diploma/certificate/degree in a related field or comparable experience
- A service leader perspective
- Experience in program development and delivery
- Experience working with diverse and vulnerable groups
- Experience in non-profit settings is an asset
- Excellent communication skills
- Excellent organizational skills and ability to prioritize effectively
- Exceptional people skills with ability to act as a role model and mentor
- Ability to work collaboratively within an interdisciplinary team environment
- Proficiency in managing and developing budgets
- A sense of fun and a commitment to kindness and empathy

What We Offer

Staff wellbeing is prioritized, and we provide training opportunities, employer-paid medical/dental benefits from day one, 4% employer-paid RRSP contribution after probation, 4 weeks of paid vacation, all statutory holidays, paid sick time and quarterly personal days. A computer is provided as well as a telephone stipend. This position is based in Dartmouth, however there is the opportunity to work up to one day per week from home.

Salary range: \$70,000 to \$83,000 annually

*note that this hiring range is based on a comprehensive compensation policy, available upon request.

The Selection Process – What to Expect

Shortlisted candidates will be invited to a short telephone interview to go over the basics of the position, get a high-level understanding of your experience and answer any questions you may have.

Following the phone interviews, a handful of candidates will be invited to an in-person interview at The North Grove, followed by a second round if required. Candidates are encouraged to submit any accommodation requests to the email below.

Everyone who applies for this position will receive an email update from The North Grove within two weeks of the application deadline.

How to Apply:

To apply, please send a cover letter and resume in one document by email to Naomi Samela, Operations Manager, at careers@thenorthgrove.ca under the subject line: *Application for Director of Programs and Services*, **by Monday February 24th at 9am.**