Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/29

Assistant Manager, Program Delivery And Services

Job ID	**3A-A1-74-82-74-D4**	
Web Address	https://careers.indigenous.link/viewjob?jobname=3A-A1-74-82-74-D4	
Company	Canadian Museum For Human Rights	
Location	Winnipeg, Manitoba	
Date Posted	From: 2019-09-17	To: 2019-09-26
Job	Type: Full-time	Category: Miscellaneous
Languages	English And French	

Description

The Canadian Museum for Human Rights (CMHR) is the first museum in the world solely dedicated to the evolution, celebration and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

We are seeking talented individuals who are motivated to share their passion and commitment to join our team. Together, we aim to enhance the public's understanding of human rights, to promote respect for others, and to encourage reflection and dialogue.

Key Responsibilities

Leadership:

â€¢Supervise a team of direct reports including but not limited to Program Interpreters, Interpretive Guides, and Hosts

â€¢Participate in team-building meetings, departmental planning, budgeting and forecasting

â€¢Assist in the development and implementation of the sectionâ€™s work plan, budget and strategic plan, and identify financial and human resources requirements.

â€¢Prepare daily, weekly, and monthly reports on program effectiveness, tour visitation statistics, budget reconciliation, and analytics.

â€¢Conduct interviews, recommend employee selection for final approval, and develop the schedule for orientation planning.

â€¢Provide appropriate and professional employee coaching, training, goal setting, and performance evaluation. Provide career development advice to staff.

â€¢Conduct employee performance reviews for management approval. Implement performance improvement strategies.

â€¢Responsible for staff scheduling including approving leave, sick time, scheduling employee training and recommending overtime for management approval when and if appropriate. Use EZ Labor to ensure accuracy of pay.

â€¢Supervises volunteers in accordance with company policies and procedures as applicable

Program Delivery:

â€¢Implement approved programs and activities by making organizational, staffing, and logistical arrangements

â€¢Train staff and volunteers to deliver programs, including new employee or volunteer orientation

â€¢Provide leadership to programming staff, hosts, contractors and volunteers

â€¢Assist and advise the Public Affairs and Programs team in the creation of innovative world-class programming for all audiences and groups

â€¢Prepare contracts and draft scopes of work for suppliers and deliverers of collaborative museum programming

â€¢Deliver school programs, tours, and public programs to the public and partners when required.

â€¢Continuously evaluate programs, provide recommendations for improvement, and implement approved plans

â€¢All other duties and tasks as assigned

Required Qualifications
â€¢University degree or college diploma in an appropriate discipline (education, history, social sciences, management, museum studies, human rights, or another area of specialty) or an acceptable combination of education and experience.
â€¢Leadership experience (minimum 3 years), including developing, coaching and mentoring teams and overseeing the work of vendors and contractors.
â€¢A minimum of two (2) yearsâ€™ experience in public or education programming, preferably in a museum, heritage site or cultural organization.
â€¢Demonstrated experience in working collaboratively with community partners or stakeholders to deliver a program, project or product.
â€¢Demonstrated experience in delivering public, cultural or educational programs to a variety of audiences
â€¢Ability to communicate in both official languages, written and oral.
â€¢Proficiency in Microsoft Office suite software
â€¢Strong knowledge of informal learning techniques, heritage interpretation, and museum education
â€¢A proven and strong business background â€“ fiscally responsible and knowledgeable in running budgets and acting responsively
â€¢Experience scheduling staff in a multifaceted work environment
Skills and Knowledge â€“ Desired
â€¢Demonstrated knowledge of the complex contemporary issues related to human rights
â€¢Knowledge of Canadian history and culture in Canada
â€¢Experience working in a unionized environment and understanding of collective agreements and the role they play in the overall day to day operation
Attributes
â€¢Demonstrated superior communication skills: written and oral. Listens carefully to others for understanding and communicates accurately to inform, influence, and involve
â€¢Flexibility and Adaptability â€“ ability to work effectively in ambiguous or changing situations, and with diverse individuals and groups
â€¢Initiative â€“ deals with new situations and issues proactively and persistently; seizing opportunities that arise
â€¢Teamwork â€“ Ability to work independently and within a team; works collaboratively with others to achieve organizational goals; coach others and resolves conflicts
â€¢Creativity and innovation; generates viable new approaches and solutions
â€¢Exceptional interpersonal skills
â€¢Outstanding customer service skills
â€¢Strong administrative and organizational skills
â€¢Cultural sensitivity
â€¢Highly organized with excellent time management skills
â€¢Works well under pressure, able to be hands on and apply flexible approach to working hours
â€¢Strong commitment to institutional values and policies
â€¢Excellent judgment, tact and diplomacy
Working Conditions & Physical Demands
â€¢Work is in an office environment in an open cubicle. May require long periods at desk.
â€¢Will require irregular hours (evenings, weekends) to accommodate public events
â€¢Job involves dealing with tight deadlines in fast-paced, dynamic work flow
â€¢Job involves walking around in the gallery spaces and museum
Conditions of Employment
â€¢Security Screening Level - Reliability Status
â€¢Child Abuse Registry Check
Official Language Proficiency:
Bilingual imperative: CCC - Written comprehension (advanced), written expression (advanced), oral proficiency (advanced)

How to Apply

Interested applicants should submit a cover letter and rÃ©sumÃ© through CMHRâ€™s Careers page at https://humanrights.ca/about/careers by September 25, 2019. The cover letter must provide concrete examples that illustrate how they meet the education and experience factors listed in the Qualifications â€“ Required and Desired (if

applicable). RÃ©sumÃ©s will be used as a secondary source to validate the education and experience described in the cover letter.
The Canadian Museum for Human Rights is committed to developing inclusive, barrier-free recruitment processes and work environment. Please advise the HR representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.
Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months