

Flourish with Carya



Director of Programs

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

ABOUT THE ROLE

Primary Location: Central Commons, 839 5 Ave SW, Calgary, AB

Secondary Locations: Bowmont Commons, 5000 Bowness Rd NW & Village Commons, 610 8 Ave SE

Salary: \$104,000 to \$126,000

Full Time Regular: 37.5 hours per week

Reporting to the Chief Executive Officer, the Director of Programs will provide leadership and direction for all participant service areas at Carya, aligning with the organization's strategic priorities. The Director of Programs will oversee all aspects of operations, with a particular focus on program development and planning, effective delivery and quality control, community relations, and personnel management. This role emphasizes a commitment to fostering an inclusive, collaborative, and respectful workplace culture.

WHO YOU ARE

- A proactive self-starter who likes to get creative and support on diverse deliverables.
- An organized and critical thinker who can visualize organizational goals and progress towards them.
- A creative collaborator who values professional relationships, belonging, kindness and diverse perspectives.

WHAT YOU WILL DO

Leadership

- As a member of the Impact Leadership Team, foster a culture of collaboration and innovation while leading, strategizing, and providing direction across all Impact Areas.
- Recognize and nurture the leadership potential in others.
- Lead and empower a team of supervisors and managers in a dynamic environment by fostering a shared vision that incorporates diverse perspectives while balancing multiple priorities.
- Lead change processes to create collective impact both within Carya and in collaboration with community stakeholders.
- Establish a positive, healthy, and safe work environment.
- Identify, develop, and implement opportunities for innovation and impact effectively.

Operations, Program and People Management

- Establish an organizational structure that meets Carya's program delivery requirements.
- Advise the CEO and the Executive Leadership Team on material risks and opportunities that may impact the agency.
- Develop and implement an operating plan for all Impact Areas that aligns with the agency's strategic plan.
- Ensure that programming meets the needs and expectations of participants in Calgary.
- Engage in continuous improvement and redesign of programs.



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- Ensure that all participant services comply with relevant legislation, codes of ethics, and accreditation standards.
- Support with the writing grants and prepare comprehensive reports for funders, ensuring alignment with program requirements.

Community Engagement

- Lead and motivate program teams to achieve outcomes outlined in program evaluation frameworks and funding agreements.
- Collaborate closely with the Director of Social Investment and community partners to raise awareness of Carya's programs and services.
- Develop strategic partnerships with service organizations, community groups, funders, and other stakeholders to advance community initiatives and support Carya's shared goals.

Financial Planning and Management

- Support the preparation of the budget for Impact Areas in collaboration with agency finance and program leaders, with final oversight and direction from the CEO.
- Monitor the budget and adjust as necessary to meet program and financial objectives.
- Provide the CEO with timely, thorough, and relevant materials to report on revenues, expenditures, and risks related to programming.

WHAT YOU BRING

- A master's degree (MSW, MA, M.Ed., MSc) in a related discipline is an asset.
- A minimum of 7-10 years of progressive management and leadership experience.
- Experience in a non-profit setting is required.
- Proven track record of leading teams through organizational change management and building high-performing teams.
- Exemplary interpersonal and communication skills, with the ability to effectively engage community partners, including government, funders, and agencies. Extensive experience collaborating with government entities is a valuable asset.
- Experience working with vulnerable populations.
- Financial literacy and business acumen, including experience in preparing and managing budgets, are required.
- Advanced proficiency in Microsoft 365 (SharePoint, Word, Teams, Excel, Outlook) and experience with client management, database systems, and data collection and analysis.
- Proven expertise in grant writing and reporting, with the ability to create compelling proposals and deliver clear, impactful project reports.

WHY JOIN TEAM CARYA

When you join team Carya, you are joining over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- Exceptional work life balance including paid vacation time off, personal time off each month and office closures during the year.
- A supportive and flexible work environment that includes professional development opportunities.
- A focus on health and wellbeing including access to virtual mental and physical health supports, employer paid extended health benefits, dental benefits, an annual health spending account and Employer matched RRSP contributions.



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- Recognition that peoples are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

The successful applicant will receive a comprehensive total compensation package including:

- Employer-paid premiums for extended health benefits and 50/50 share of dental premiums.
- RRSP matching.
- Annual Health Spending Account.
- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of employment.
- Monthly Personal Time Off (PTO) day.
- Paid office closure days between Christmas and New Year.
- Discretionary Day of Observation each year for use on a day that is of personal significance.
- Agency provided property as needed by the role.

CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Email your file to HR@caryacalgary.ca with the job title in the subject line.
3. Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search and Child Intervention Record Check.

Carya – Nurturing the Potential in Every Calgarian

