



MANAGER OF COMMUNITY OUTREACH & PROGRAMS - *DESIGNATED*

External Opportunity Brief

Position: Manager of Community Outreach and Programs
Reports to: Executive Director
Location: 2131 Gottingen Street, Halifax NS
Deadline: Applications will be accepted until 12 pm on August 17, 2021

This is a full-time position with benefits and vacation. Salary will commensurate with experience and qualifications.

About NECHC

The North End Community Health Centre (NECHC) is a non-profit organization established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Over the years, NECHC has grown to offer primary health care, pre and post-natal care, dental services, nutrition, social work, Mobile Outreach Street Health(MOSH), Housing First, outreach, and advocacy in an environment in which people are treated with respect and dignity and where there is equitable access to services and programs. As well, in the past year, it has branched out and begun managing housing programs for those most in need. NECHC is located in the diverse North End of Halifax, a community home to many social housing buildings, not-for-profit housing and co-ops. It also has a satellite office in North Dartmouth.

Vision

Strong community - healthy people.

Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

Values

Respect. Community. Compassion. Excellence. Innovation

Diversity, Equity and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. To ensure our organization represents the diverse people and communities we serve, this position is designated, and therefore only applicants from the following groups will be considered: Indigenous Peoples and African Nova Scotians. If you are a member of one of the equity groups you are encouraged to self-identify in your covering letter or your resume and share your pronouns.

Job Purpose

As the Manager of Community Outreach and Programs you will be an integral part of the community health centre. This newly established position will support the NECHC as we strive to provide a wide range of community outreach initiatives and programs that support the communities we serve. As the Manager of Community Outreach and Programs, you are someone with excellent team leadership skills, a genuine passion for community development and are excited to thrive in a fast-paced non-profit organization and collaborate with dedicated team members.

The Manager of Community Outreach and Programs brings a community based approach and represents the North End Community Health Centre at community tables and events. Reporting to the Executive Director, and as a member of the senior leadership team, you will play a key role in the strategic planning and direction of the organization and lead a team responsible for delivering community outreach and programs with a focus on community mental health and addictions, anti-poverty, social justice, advocacy and the social determinants of health.

Priority Competencies

Community Development, Project Management, Social & Economic Justice, Diversity & Difference, Team Leadership, Collaboration, Strategic Thinking, Values & Ethics

Position Responsibilities

Key responsibilities for this position include the following, but are not limited to:

- Develop, implement community programs and outreach efforts in collaboration with your team, ensuring the programs and services contribute to the organization's mission, align with the strategic plan and reflect the priorities of the communities we serve.
- Recruit, collaborate and maintain strong relationships with external community organizations.
- Initiate the development of a community program and outreach strategy that creates an enriched linkage with internal departments and external organizations and agencies.
- Manage and monitor grant funding including: project budgets, interim and final reports and ensure commitment/KPI are being met.
- Promote programs and outreach efforts to ensure we reach community members and partners
- Manage department, facilitate team meetings, and help to create a positive work culture and a strong sense of mutual support amongst direct reports including: Community Nutritionist, Dietician, Community Outreach Coordinators and Clinical Team Lead for Pause Mental Health Walk-in Clinic.
- Coach and mentor employees: monitor performance, complete performance appraisals, provide feedback on an ongoing basis and hold career path discussions.
- Contribute to the overall strategic planning for the organization as a member of the senior leadership team, ensuring that community outreach and community program strategies support the vision, goals and objectives of NECHC.
- Other duties as assigned.

Education and Experience

Our ideal candidate has progressive experience in community-centric organization and brings a strong understanding and knowledge of community mental health and addictions, anti-poverty, social justice, advocacy and the social determinants of health to the role.

- Post-secondary education in a Social or Health related discipline is required. A Masters Degree in a Social or Health related field is considered an asset.
- Project Management experience including: developing, monitoring and managing budgets, staff supervision, reporting, and program development and quality assurance
- Experience working in a collaborative practice and outreach setting, with a minimum of 5 years of working in a community setting
- Experience working in a diverse and multicultural environment
- Experience facilitating groups, training workshops and team meetings

Special Skills and Knowledge

- Ability to support concurrent projects, consulting internally and with community stakeholders
- Ability to build and foster collaborative relationships with community partners and stakeholders
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment
- Excellent team building and group management skills
- Effective interpersonal skills, communication skills and presentation skills
- Well-developed decision making, analytical and problem solving skills
- Able to solve problems using a collaborative approach and foster team functioning
- Knowledge and experience drafting and submitting grant proposals
- Ability to effectively coach and mentor employees
- Able to work with minimal supervision and make independent decisions
- Values diversity with a commitment to equity, diversity and inclusion
- Understanding of the current and historic North End Halifax community

How to Apply

Those interested in applying for this position should send their cover letter and resume to employment@nehc.com by **August 17, 2021**. We thank all applicants for their interest, only those selected for an interview will be contacted.