

## Programs Manager

### Position Summary

JusticeTrans is looking for an enthusiastic and organized Programs Manager to join our team to support our work by managing our Programs portfolio. The Programs Manager will be responsible for managing all aspects of the organization's programs, including Public Legal Education and Information projects in Saskatchewan, Manitoba, and other provinces. They will also assist with grant writing, strategic planning, and program budgeting. The Programs Manager will report to the Executive Director. They will work closely with the Finance and Operations Manager and various part-time project and research assistants.

### Key Responsibilities

- Managing all aspects of the organization's program portfolio and ensuring projects are completed in a timely manner
- Developing project and program plans using organizational tools;
- Tracking and reporting on implementation of projects and programs using organizational tools;
- Tracking project and program budgets and expenses to ensure they are within the budget;
- Liaising with project partners and contractors to ensure project completion;
- Evaluating the success of projects and programs and preparing reports and other accountability documents;
- Assisting with the development of new projects and programs, including supporting grant writing;
- Engaging in strategic planning and visioning for the organization;
- Researching and staying up-to-date on 2STNBGN A2J issues;
- Copy editing and basic translation tasks;
- Other tasks as needed

### Position Requirements

- 2-3 years of experience or more in a Programs role;
- Experience with project and program evaluation is considered an asset;
- Experience with grant writing is considered an asset;
- Demonstrated interest in trans issues and demonstrated or potential interest in access to justice issues;
- Commitment to social justice and understanding of intersectionality;
- Proficiency with various communication and editing software, Microsoft Office, and general computer use;
- Autonomy and leadership skills;
- Ability to work well with in a team;
- Budgeting and financial management skills;
- Strong preference for the ability to communicate in both official languages;



- Excellent communication skills;
- Access to a computer and internet.

As a 2STNBGN organization, we will be prioritizing applicants who are part of the Two Spirit, trans, non-binary and gender nonconforming community. Given the importance of intersectionality for JusticeTrans, we will further be prioritizing those who identify as Two Spirit, transmisogyny affected, BIPOC (Black, Indigenous, Person of Colour), and/or disabled.

### **Contract Information**

The position is full-time (7.5h per business day) from August 15<sup>th</sup> 2022 to March 31<sup>st</sup> 2023, with the possibility of renewing the contract (subject to budgetary approval). The Programs Manager will work remotely from home (although the position is considered to be in Ontario for payroll purposes).

JusticeTrans is piloting a flex-time policy that allows full-time staff to work 80-100% of their hours for 100% pay.

### **Salaries and Benefits**

The salary for this position is \$58,000/year (subject to final budgetary approval). JusticeTrans also offers health and dental insurance and paid vacations, among other benefits.

### **About JusticeTrans**

JusticeTrans is a national not-for-profit organization. Our mission is to improve access to justice for Two Spirit, trans, non-binary and gender non-conforming (2STNBGN) communities. We aim to provide accessible legal education to 2STNBGN people by challenging transphobic policy and advocating for community-based transformative social justice. Our vision is to create a world free of transphobia, systemic violence, and injustice, where Two Spirit, trans, nonbinary, and gender nonconforming people can thrive.

JusticeTrans does research, advocacy work, and community building, in addition to providing public legal education and information for 2STNBGN communities.

### **Accommodations**

JusticeTrans is happy to provide any needed accommodations for candidates during the hiring process and during employment. To request an accommodation, please email [tai@justicetrans.org](mailto:tai@justicetrans.org).

### Applying and Contact

To apply, please fill in this Google Form (<https://forms.gle/mGDopMQytHgBx4xo8>) and upload in a single PDF document the following:

- a cover letter of maximum 2 pages;
- a CV (standard or academic).

Applications will be considered on a **rolling basis** until the position is filled. The final deadline to apply is **June 28 at 5:00pm** Eastern Time.

If a candidate is invited to an online interview, they may be asked to provide the contact information of 2 references.

Please send an email to [gillian@justicetrans.org](mailto:gillian@justicetrans.org) for inquiries about the position.