



## Manager of Programs and Partnerships

**Reports to:** Executive Director

**Salary:** \$49,600 – \$69,400. Salary is commensurate with experience

**Hours:** Full time 37.5 hrs, with occasional evening/weekend events

**Term:** 1 year with the possibility of extension

**Location:** Candidates must be located in Nova Scotia

**Deadline:** Thursday, July 25 with an intentional start date in August 2024

This is a one term position until August 2025 with the possibility of an extension. Our intention is to continue this position, this position is contingent upon funding.

**Statement of Intention:** To ensure students see themselves represented in positions of positive influence, this role is dedicated only to Indigenous African Nova Scotian applicants who were born in Nova Scotia and have ties to the African Nova Scotian communities. Candidates will be asked to self-identify.

### About PREP Academy

The PREP Academy is a community based non-profit organization that inspires and prepares African Nova Scotian students for college and university. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college and university. We provide students and parents with access to resources and information, and help them navigate college and university processes. Our culturally informed programs guide students as they plan, prepare and pursue college and university directly after high school.

### Position Summary

We are seeking a passionate and purpose-driven Manager of Programs & Partnerships to lead the strategic development, implementation and management of our key programs and partnerships. The Manager of Programs & Partnerships will be responsible for the day-to-day leadership and management of PREP's partnerships and programs that happen outside of our school locations. This role will play a pivotal role in driving the organization's mission and strategic plan forward and will conceptualize new programs and advance postsecondary, community, employer and donor partnerships in a collaborative manner. Reporting to the Executive Director, this role serves on the leadership team, providing supervision to

student hires, student volunteers, and managing (in partnership with the Executive Director) all community partners.

## **Position Responsibilities**

### *Programs*

- Lead and manage the planning, development, outreach, registration, execution, evaluation, budgeting and expansion of key annual programs: PREP Expo, Campus Tours, Micro-Internship, Job Shadow Days and Graduation Celebration.
- Serve as the main point of contact with student participants, their parents, program partners, vendors and service providers. Recruit and onboard mentors and volunteers.
- Develop and monitor program and partnership success indicators, collect data and create program impact reports.
- Oversee PREP's scholarship application process: update and accept applications, answer enquiries, collect and organize applications, liaison with selection committee, draft response letters, etc.

### *Partnerships*

- Advance PREP's strategic vision by fostering collaborative working relationships with postsecondary institutions, community, employers and other partners to co-develop and co-deliver pathway programs, and other initiatives that support students' transition to postsecondary and their career exploration.
- Ensure programs are aligned with grant deliverables, sharing success stories with program and partnership funders.
- Attend events, host meetings and serve as a key PREP ambassador.
- Other duties as assigned.

## **Education & Experience**

- Undergraduate degree or college diploma in a relevant field, or in the process of completion. It is not a requirement to hold a degree or diploma, but candidates must have experience graduating from high school and transitioning to a post-secondary institution.
- Recent experience coordinating programs and working with youth, ideally in

an education, career or non-profit setting.

- Knowledge and understanding of the intersectionality, diversity and barriers of African Nova Scotian students, experience working in the African NS community is an asset.
- Knowledge and understanding of the college and university environment processes.
- Has a track record of excellence in service delivery and program leadership.

### **Skills & Abilities**

- Excellent people skills, role modeling professionalism, productivity and accountability, with authenticity and sensitivity.
- Strong communication skills (written, verbal and digital).
- Strong organizational and administrative skills, and attention to detail.
- Has administrative experience and proficiency with Google Suite, experience in Canva is an asset.
- Driver's license and access to a vehicle. Ability to drive within the province for programs and events.

### **Benefits**

The PREP Academy supports a healthy work-life balance. We offer health and dental benefits, life insurance, educational assistance, an annual professional development allowance, an annual employee scholarship program, 3 weeks paid vacation to start, free parking, paid mileage, casual dress, flexibility and December holiday shutdown. Employment is subject to a successful clearance of a vulnerable sector search.

### **Want to be a Part of Our Team? (How to Apply)**

To apply, please merge your cover letter and resume into one PDF and:

- send to: [hr@thepreacademy.ca](mailto:hr@thepreacademy.ca)
- use the subject header: Manager of Programs & Partnerships
- selected candidates will participate in a second-round interview or skill activity (virtual or in person)
- If accommodation to the recruitment process would help you present your full contribution potential to the process, we would love to support you.