



Manager, Programs & Community Engagement

Reports to: Director, Student Success & Experience

Salary: \$60,000 – \$73,000 (commensurate with experience)

Hours: Full-time 37.5 hours/week, with occasional evenings and weekends to support programs and events.

Location: Nova Scotia

Deadline: August 12th, 2026

Why You'll Love Working at PREP

At The PREP Academy, we believe our people are our greatest strength. We are committed to creating a workplace where employees feel supported, valued, and empowered to make a meaningful impact. Our total compensation package includes:

- Comprehensive health, dental & life insurance (cost-shared)
- Employee Assistance Program
- 3 weeks vacation, increasing to 4 weeks after your third year
- Paid December office closure (typically 3 weeks)
- Paid birthday off
- Summer Hours
- Annual \$500 Professional Development Fund
- Annual \$500 Education Scholarship
- Company laptop & mobile phone

Most importantly, you'll join a passionate, mission-driven team transforming educational outcomes for African Nova Scotian youth across Nova Scotia.

About The PREP Academy

The PREP Academy is a community based registered charity that inspires and prepares African Nova Scotian students for postsecondary education. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college, university and apprenticeship. 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 postsecondary education directly after high school.



Manager, Programs & Community Engagement

Statement of Intention: To ensure students see themselves reflected in positions of positive influence, this position is designated for Black applicants. Preference will be given to African Nova Scotian applicants with historic and familial ties to African Nova Scotian communities. Applicants are asked to self-identify in their cover letter. To learn more about The PREP Academy and the communities we serve, please visit www.theprepacademy.ca/about-us

Position Summary

We're looking for someone who is equally passionate about developing people, building systems, strengthening community relationships, and delivering exceptional youth programs to join our team as the Manager, Programs & Community Engagement. Reporting to the Director, Student Success & Experience, you will provide strategic leadership to PREP's Programs & Community Engagement team, empowering staff to deliver exceptional programming while strengthening systems, partnerships, and community engagement across Nova Scotia.

Working collaboratively across departments, you'll oversee program quality, foster meaningful community relationships, and help shape the organization's strategic direction as a member of PREP's Leadership Team. As a member of PREP's Leadership Team, you'll help shape organizational strategy while leading a growing portfolio of programs that inspire and prepare African Nova Scotian youth for life after high school.

You'll supervise the programs and outreach team, collaborate across departments, build meaningful partnerships, improve organizational systems, and ensure PREP's programs continue to expand, delivering exceptional experiences for students, families, schools, and community partners.

Key Responsibilities

- Provide strategic leadership and direction to PREP's Programs & Community Engagement team, fostering a collaborative, high performing, and student centered culture. Lead, coach, mentor, and support staff through regular supervision, performance management, professional development, and succession planning.



Manager, Programs & Community Engagement

- Establish clear priorities, monitor team performance, and ensure programs and community engagement activities are delivered with excellence.
- Lead the planning, implementation, evaluation, and continuous improvement of PREP's annual program portfolio.
- Monitor program outcomes, performance indicators, and funding deliverables to ensure alignment with PREP's Strategic Plan and organizational priorities.
- Oversee program budgets, reporting, documentation, and operational processes to ensure quality, consistency, and accountability.
- Provide strategic leadership for PREP's community engagement initiatives, strengthening the organization's presence across communities, regions and partner networks.
- Build and steward relationships with community organizations, employers, volunteers, career mentors, and program partners that enhance student experiences and expand opportunities.
- Identify and cultivate new partnership opportunities that advance PREP's mission and strategic priorities, while identifying opportunities for program innovation, growth, and expansion across Nova Scotia.
- Represent PREP at community meetings, and public engagements as an ambassador for the organization.
- Develop and strengthen program systems, playbooks, and operational processes that improve consistency, efficiency, and impact.
- Collaborate with the Leadership Team on organizational planning, cross department initiatives, and strategic decision making.
- Champion PREP's mission, values, culture, and commitment to exceptional student experiences.

Perform other duties as assigned.

Education and Experience

- Post-secondary education in education, social work, child and youth studies, psychology, community development, nonprofit management,, or a related field, or an equivalent combination of education and experience.
- 3+ years experience building partnerships with community organizations, managing programs, projects, or community initiatives.
- Experience supervising, coaching, and developing staff while fostering a positive, collaborative, and accountable team culture.



Manager, Programs & Community Engagement

- Experience developing, implementing, and evaluating programs, including monitoring outcomes and continuous improvement.
- Understanding of the lived experiences, strengths, and barriers facing African Nova Scotian youth and communities.
- Experience managing multiple priorities, projects, and deadlines within a fast-paced environment.
- Valid driver's licence and access to a reliable vehicle.

The Ideal Candidate

We're looking for a strategic, relationship oriented leader who is passionate about creating meaningful opportunities for African Nova Scotian youth. You are an experienced people leader who enjoys coaching, developing, and empowering others while building a collaborative, accountable, and high performing team culture.

You think beyond day-to-day operations, identifying opportunities to strengthen programs, improve systems, and expand PREP's impact across Nova Scotia. You are comfortable balancing big picture strategy with operational excellence and can confidently navigate competing priorities in a dynamic, fast paced environment.

You naturally build trust and cultivate meaningful relationships with community organizations, employers, volunteers, and other partners who share PREP's mission. You communicate with professionalism, lead with integrity, initiative, and sound judgment, and are energized by bringing people together to create lasting community impact. Most importantly, you believe that strong programs are built through strong relationships, exceptional leadership, and a commitment to continuous improvement.

How to Apply

Please merge your cover letter and resume into one PDF and:

- send to: hr@thepreacademy.ca
- use the subject header: **Manager, Programs & Community Engagement**
- Candidates selected for an interview may be asked to facilitate a two part interview process.
- If accommodation to the recruitment process would help you present your full contribution potential to the process, we would love to support you.