

## **PROGRAM OFFICER (1 YEAR CONTRACT)**

### **WHO WE ARE**

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all Canadians with low incomes across the country.

Financial empowerment is an integrated set of interventions proven to measurably improve financial outcomes for people living in poverty.

### **THE OPPORTUNITY**

Prosper Canada is at an exciting juncture – we have a strategy, partners and resources in place to scale proven financial empowerment approaches that will help those living in poverty across Canada to build their financial well-being. We are looking for a motivated individual to help us move our strategy forward.

### **SUMMARY OF RESPONSIBILITIES**

Prosper Canada is seeking to hire a Program Officer to provide essential support, working with the Project Manager and other team members, to achieve project success. The Program Officer will be involved in one to three projects at any given time with the responsibility to complete specific components of a project or as a lead-in-charge of an entire project. This position is a one year maternity leave contract with the possibility of a contract extension.

Reporting to a Program Manager, the successful candidate will have key responsibilities that include, but are not limited to:

- Planning and managing financial empowerment projects or project components in accordance with department standards including maintaining crucial project documents that track project progress i.e. work plans, schedules, reports, project deliverables, and budgets
- Identifying any potential issues or risks that could affect the progression of the project, communicating these to the Program Manager and/or Director of Finance in a proactive and timely manner and working to identify potential solutions
- Planning and facilitating project meetings with various members of the project team, both internal and external

- Working with external project partners in different sectors (public, private, non-profit) to help them plan, design and integrate financial empowerment services (e.g. financial coaching programs)
- Managing relationships with external project stakeholders – funders, delivery partners, vendors, and consultants
- Working with project partners to develop, test, adapt, and disseminate financial empowerment program methodologies, tools and resources
- Collaborating with internal staff to successfully implement all aspects of the projects
- Supporting relevant project evaluation activities to assess program delivery and outcomes and foster continuous improvement
- Training partner organizations to deliver high quality financial empowerment programs
- Facilitating multi-stakeholder conversations to advance collective action
- Working with Communications department to promote project activities, develop project reports and other financial empowerment knowledge products
- Helping support business development efforts (e.g. helping prepare funding proposals).
- Executing on internal projects as requested by Management

## EXPERIENCE AND QUALIFICATIONS

### Required qualifications and experience:

- Undergraduate degree
- Two years of work experience in a related field (e.g. social services, financial services)
- Proven project management ability, including use of relevant project planning, management and budgeting tools and thorough familiarity with word processing, spreadsheet and project scheduling computer applications
- Demonstrated ability to engage and work with stakeholders from diverse sectors (public, private, non-profit) and cultures
- Experience facilitating consultation and decision-making processes involving diverse stakeholders, ensuring that multiple viewpoints are heard and considered
- Demonstrated experience in budget and financial management

### Qualifications and experience that will be viewed favourably, but are not required:

- A graduate degree
- Experience designing, managing and/or delivering financial empowerment programs/services, especially in financial counselling or financial coaching
- Direct service experience with people living on low incomes, newcomers, people living with a disability, and/or Aboriginal Peoples
- Experience in adult education and development of related teaching materials
- Certified Financial Planner or credit counselling qualifications
- Experience managing consulting projects
- Business development experience leading to successful sales

- Experience managing development, implementation and ongoing support for technology solutions (e.g. a database, client management system, online tool)
- Experience in quantitative and/or qualitative research and evaluation to inform projects or program design.

## COMPETENCIES

### Required qualities and skills:

- Self-motivated with high degree of personal initiative
- Ability to develop and carry out plans to deliver quality results on time and within budget;
- Highly collaborative and a strong team player, but also able to work independently
- Ability to build and sustain effective partnerships
- Ability to develop and manage goals in situations without formal structure
- Flexible and able to adapt to evolving circumstances and demands
- Strong critical and creative thinking and problem solving skills
- Effective time management skills
- Excellent written and verbal communication skills
- Results oriented; ability to manage multiple priorities under pressure, trouble-shoot, and to meet both short- and long-term deadlines

### Skills that will be seen favourably, but are not required:

- Evaluation methods
- Ability to work with database applications
- French language proficiency
- Communication and marketing (i.e. project related newsletter articles, marketing and outreach materials).

## APPLICATION DETAILS

<b>Application deadline:</b>	March 7th, 2017
<b>Start date:</b>	April 10 <sup>th</sup> , 2017
<b>Job location:</b>	60 St. Clair Avenue E., Toronto
<b>Travelling:</b>	Ability to travel in Canada (10% of your time) and driver's license are an asset for this position.
<b>How to apply:</b>	Please email your cover letter and resume to Prosper Canada, <a href="mailto:info@prospercanada.org">info@prospercanada.org</a> , subject line "Application for Program Officer."  We thank all applicants for their interest, however, only those selected for an interview will be contacted.