



Canadian  
Children's  
Literacy  
Foundation

Fondation pour  
l'alphabétisation  
des enfants  
canadiens

## Position Overview – Program Manager (Full-time)

The [Canadian Children's Literacy Foundation/ Fondation pour l'alphabétisation des enfants canadiens](#) (“CCLF”) is a charity that was founded in May 2017 with the mission of ensuring that all children in Canada are equipped to achieve their full potential. We champion, connect and develop initiatives that will enable Canada’s children to become the most literate in the world.

CCLF is seeking a **Program Manager** to play a central role in the growing and evolving programming of the Foundation. Reporting to the Director of Programming, the Program Manager will be collaborating with a small team of staff and contractors while developing strong relationships throughout the literacy sector and with organizations in several other sectors that support families with young children, including healthcare and early childhood education. This key team member will be a highly organized, resourceful, and collaborative self-starter who has a passion for building literacy in Canada and is comfortable working in an evolving not-for-profit start-up.

### Key Roles and Responsibilities:

- Lead the development, implementation and evaluation of a portfolio of CCLF projects.
- Contribute to CCLF strategic planning, stakeholder outreach, communications, budget development, fundraising and financial reporting.
- Contribute subject matter expertise relating to literacy and reading development with particular emphasis on early literacy.
- Manage program staff and contractors.
- Be accountable for budget management and record keeping for reporting to internal and external stakeholders, including funders.

### Qualifications:

- Commitment and passion related to reducing literacy disparities among children.
- Post-secondary education, or equivalent experience, in early childhood education, children’s literacy, education and/or relevant research and evaluation strategies.
- A minimum of 5 to 8 years experience in program development, implementation, and evaluation, with the experience in the early childhood and/or literacy sector strongly preferred.
- Excellent project management skills and attention to detail.
- Experience leading teams, coaching and empowering staff, and selecting and coordinating with vendors and suppliers.
- Strong English writing and editing skills. French language skills are a strong asset.
- Ability to synthesize literacy-related research and best practices into clear communications that can be used to build support among our key stakeholders, decision-makers and community members.



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- Skilled at leading stakeholder consultations and related event planning, with knowledge of conducting virtual multi-stakeholder events considered an asset.
- Demonstrated comfort and familiarity with families and children facing literacy challenges, which may have been gained through professional, volunteer or lived experience.
- Ability to work independently, rise to new challenges, find creative solutions, and prioritize competing demands in a fast-paced environment with an unwavering commitment to excellence.

We encourage applications from Indigenous people, members of other racialized groups, persons with disabilities, persons of any sexual identity, gender identity or expression, and any other individuals who self-identify on the basis of any protected ground under the *Human Rights Code*.

CCLF is further committed to ensuring that its employment practices comply with the *Accessibility for Ontarians with Disabilities Act*. If you require accommodations for any stage of the recruitment process, please advise us at [recruitment@childrensliteracy.ca](mailto:recruitment@childrensliteracy.ca)

### **Compensation & Work Environment**

This role is a full-time position that offers significant opportunity for growth. The successful candidate will receive a competitive compensation package commensurate with experience.

CCLF's office is currently located in downtown Toronto, but the successful candidate may elect to work from the CCLF office (upon reopening) or primarily remotely, as long as they are able to travel to the office at a frequency to be mutually agreed upon.

Please send your resume along with a cover letter that includes up to six bullet points enumerating how your qualifications align to this role. These two documents should be submitted in **one electronic file** to [recruitment@childrensliteracy.ca](mailto:recruitment@childrensliteracy.ca). CCLF will be reviewing applications as they are received.

We thank all applicants for their interest in working at CCLF; however, only those selected for an interview will be contacted.

July 14, 2020