

About the job

Do you want to be a part of something meaningful to the lives of others? Every day REDI's team of over 230 employees develops and delivers meaningful programs, supports and advocacy for persons with disabilities. Founded in 1952, REDI Enterprises Society is the driving force behind the movement to build a community where everyone belongs. This is not just a marketing catchphrase. It is a fundamental belief, and heartfelt mission on the part of all of us who workday in and day out to move our community closer to that goal.

Base salary

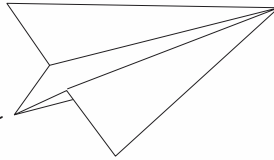
CA\$32.50-\$41.00 per hour

The Opportunity

REDI Enterprises is currently seeking a **permanent, full-time (40 hours/week), Program Manager with wage range of \$32.50 to \$41.00 per hour plus generous benefit package**. The Program Manager has direct leadership responsibility for the coordination, management, and continuity of the programs and services in the **REDI/lives – Calgary division** and provides input into the Agency's strategic plan. This position coordinates with Service Supervisors and supports division staff with respect to scheduling, delegation, logistics and budgeting to ensure the successful facilitation of division programs and services. This role ensures the division operates in accordance with all regulatory bodies and follows established standards, policies, procedures, and guidelines.

Job Requirements

- Between 5 and 10 years of relevant experience
- 2 years of post-secondary education in a related field
- Experience and training related to programming and supports for individuals with complex needs
- Intermediate – advanced knowledge of Microsoft Office Suite and the ability to use financial/budget management, spreadsheet, database, and analysis tools



- Ability to maintain sensitive information, exhibit tact, diplomacy, and good judgment, with high standards of professionalism, ethics, and confidentiality
- A positive attitude and belief that persons with disabilities have the right and responsibility to define and act on their life choices and seek active participation in the community
- An understanding of the opportunities and options available to persons with disabilities, mindful of cultural and ethnic sensitivity
- Supervisory, leadership, team-building, and related skills and capabilities
- Clean Criminal Record and clean Vulnerable Sector Record, or one(s) acceptable to the Executive Director
- Valid Class 5 Alberta Driver's license, access to a vehicle with \$2 million liability insurance
- A suitable combination of education and experience may be considered

Applications:

Please submit your resume and cover letter detailing your relevant experience, in confidence to Kelly Foshay, HR Manager at k.moody@redi.ca.