

Program Director – Full Time Position

Job description

CBAC is currently seeking an energetic, creative, organized, and responsible individual who has an interest and/ or experience in developing and coordinating enrichment programs for seniors. This person is responsible for preparing funding proposals, creating, and managing program budgets, facilitating program activities within an approved budget, and collaborating with local organizations.

Duties include:

- Design and develop programs geared towards seniors in collaboration with the Board of Directors
- Manage the day-to day operations of the organization's programs
- Develop, organize, and oversee program-specific fund-raising events
- Monitor program budget in collaboration with the Financial Committee
- Prepare funding and grant applications as well as collaborate with governmental /community organizations and municipal bodies
- Recommend the purchase of supplies and equipment
- Ability to envision and convey the organization's mission and strategies

Minimum Requirements

- A Bachelor's Degree or DEC in a related field or a track record of at least three years related practical experience.
- Financial management skills including budget preparation, analysis, decision making and reporting.
- Solid organizational abilities, including planning, delegating and programme development.
- Strong written and oral bilingual communication skills

Benefits:

- Possibility of flexible working hours
- Annual 2% cost-of-living index
- Annual bonus given in December

This is a full-time position

Annual salary \$45, 500

Interested applicants should send CV and covering letter to: cbacmtl@gmail.com