

JOB POSTING

DIRECTOR OF PROGRAMS

Term Position, 1.0 EFT (35 hours/week)

The Sexuality Education Resource Centre Manitoba is a community-based, non-profit, pro-choice community health agency. We are dedicated to promoting sexual health through education. SERC provides inclusive, non-judgemental sexuality education and we believe all people have the right to accurate information to make informed choices about their health and wellbeing.

JOB CLASSIFICATION: OUT OF SCOPE, Union Exempt

JOB SUMMARY: This position is responsible for the leadership of SERC programs, including project-based teams. The Director of Programs oversees the design, development and delivery of programs and services to the community across all SERC locations, including programs-specific human and financial resource management, funder and partner relations, and responsive community engagement/accountability initiatives. This position liaises closely with other SERC areas, including fund development and program evaluation.

REPORTS TO: Executive Director

QUALIFICATIONS:

- Supportive of SERC's vision, mission and values
- Bachelor's degree in education, health, social services, or related fields, or equivalent combination of education and experience. Master's degree preferred
- At least two years' experience leading program development, implementation, and delivery
- At least two years' experience in human resources, including experience leading diverse teams to achieve results using a coaching model and framework
- Strong working knowledge of adult and youth health educational principles and approaches
- Experience in community development, engagement and consultations
- Strong working knowledge of decolonizing practices in sexual health education, workshop delivery and service provider training
- Strong working knowledge of community-based health and social services program delivery.
- Experience with the populations SERC works with, including newcomers, immigrants and refugees; 2STLGBQIA+ communities; youth; Indigenous communities, and other communities affected by systemic barriers to health equity
- Thorough knowledge of sexuality and reproductive health issues, the social determinants of health, mental health, substance use and harm reduction, anti-racism, anti-oppression and anti-violence principles and approaches
- Excellent oral and written communication skills

- Computer literacy in Microsoft365 and online platforms, such as Monday.com
- Ability to travel within Manitoba

RESPONSIBILITIES:

Leadership and Human Resources

- Direct and oversee SERC programs and services, including ongoing engagement in collaborative program development and implementation
- Provide human resources functions including recruitment, training, supervision and evaluation of 4-7 direct reports and 17-21 indirect reports, within a unionized environment
- Encourages and supports teams to support the implementation of SERCs current strategic plan in line with SERCs Mission, Vision and Values
- Participate in the development of strategic and operational plans
- Conduct annual work planning with program staff in line with current strategic and operational plans
- Attend and lead program team meetings, committees, and working groups
- Contribute to the leadership of the organization through collaborative working relationships with leadership team members
- Facilitate effective change within and/or across areas, including supporting the implementation of change management plans
- Foster an environment that promotes effective and respectful interactions, open communication, and collaboration
- Create, encourage, and model a respectful and healthy work environment
- Maintain a positive working relationship with relevant unions and engage in productive labour relations

Finances and Fund Development

- Participate in the annual budgeting process and develop program and project-specific budgets.
- Ensure budgetary and financial plans are managed effectively within program areas
- Provide oversight of all relevant and necessary financial and program reporting processes and procedures
- Participate in grant seeking, grant writing, report writing, and funder liaising
- Participate in fund development activities throughout the organization

Risk Management & Quality Improvement

- Engage in ongoing risk assessments that support proactive risk mitigation throughout the organization (including but not limited to disruption protocols, service interruptions, pandemic planning)
- Engage in ongoing policy development and planning, including policy renewal

- Effectively plan, prioritize and monitor resource requirements within program areas, considering the impact on the entire organization
- Work toward identifying and reducing or removing barriers affecting service delivery and community engagement
- Respond promptly to risks raised by staff, students, volunteers, and community

Analysis, Problem Solving and Evaluation

- Make strategic decisions that contribute to positive short-, medium- and long-term impacts
- Foster an environment for all employees to become problem solvers
- Evaluate actions, solutions and decisions once implemented and make future adjustments as required, recognizing the impact on the whole organization

HOURS OF WORK: Full Time (35 hours/week), may include evenings and weekends

COMPENSATION AND BENEFITS: Salary Range \$101,920 - \$111,020

SERC has a comprehensive benefit package which includes extended health, dental, health spending account, vision care, long-term disability, group life insurance, maternity/paternity leave, and a defined pension plan. In addition, paid vacation, wellness days and sick time are available.

SERC is committed to supporting a diverse staff team that reflects the diverse communities in which we work. In congruence with our values of anti-oppression, access and community, we invite (dis)abled people, 2SLGBQIA+ identified people, people living with HIV, people living with HEP C, women and gender diverse people, and people targeted by systemic racism to apply and self-identify in their resume or cover letter.

If you require accommodation during any part of the recruitment or interview process, please contact Gillian Roy by email jobs@serc.mb.ca or by phone at 204-982-7800.

Please send cover letter and resume by December 16th, 2025 at 4:00 PM TO:

Gillian Roy
Executive Director
Email: jobs@serc.mb.ca