

**Humane Canada™ is seeking a Manager, Programs to manage our Criminal Justice Reform Program as part of a parental leave.**

<b>Position Title:</b>	<b>Manager, Programs</b>
<b>Reports to:</b>	<b>Director, National Programs</b>
<b>Location:</b>	<b>Canada (fully remote position)</b>
<b>Salary:</b>	<b>\$57,270 – \$68,590 per annum</b>
<b>Benefits:</b>	<b>Remote office, flexible working hours</b>
<b>Position Type:</b>	<b>Full-Time, Contract to September 30, 2023</b>

Humane Canada™ is an organization that works towards the respect and humane treatment of all animals within Canada. As a team member you will work with a Management Team that advances the welfare of animals on a national stage and will be involved in promoting the interests of animals to government, policy makers, industry and the public at large.

The Manager of Programs is responsible for the development and implementation of Humane Canada's Criminal Justice Reform program, which integrates our work with the Canadian Violence Link Coalition, the National Centre for the Prosecution of Animal Cruelty, and national policy change.

The role offers opportunity for an individual interested in a dynamic environment managing the development of a core program at Humane Canada™, all while maintaining focus on the mission of the organization, which is to advance the welfare of animals in Canada by ending animal cruelty, improving animal protection and promoting the humane treatment of all animals.

## **Position Responsibilities**

### **Overall**

- Implement and evaluate a fully integrated Criminal Justice System Reform program strategy and annual work plan that aligns with the strategic plan.
- Manage the execution of all activities and planning including the Canadian Violence Link Coalition, Awareness, Collaboration and Tools (ACT) Program and the National Centre for the Prosecution of Animal Cruelty.
- Responsible for improving the legislative framework that governs animals in Canada with regards to the violence link and a one health/one welfare framework.
- Manage staff and may be required to manage external consultants.

### **National Center for the Prosecution of Animal Cruelty Program**

- Manage the National Centre for the Prosecution of Animal Cruelty (NCPAC).
- Maintain and grow the Center according strategic goals and objectives.

- Ensure the proper preparation and maintenance of all NCPAC written resource materials.
- Coordinate the on-line learning programming including preparation of webinars, arranging presenters, scheduling, and managing invitations.
- Facilitate the online discussion forum for Crown prosecutors and allied professionals.
- Maintain the online animal cruelty case law database, including obtaining unreported cases and arranging for preparation of case digests.
- Maintain the NCPAC website, including updating content.
- Assist in the organization of the annual Prosecution of Animal Abuse Conference, including providing secretariat services to the steering committee.
- Support the steering committee.
- Track progress, evaluate results and report to stakeholders.

### **Canadian Violence Link Coalition**

- Develop and grow the Canadian Violence Link Coalition.
- Provide secretariat services for the operation of the Canadian Violence Link Coalition.
- Provide oversight and direction for the Awareness, Collaboration and Tools (ACT) program as a multi-year government fund program to support pet owning women who are fleeing violence.
- Maintain and develop the coalition's web presence.
- Create new materials that support the awareness of the Violence Link.
- Communicate program success.
- Maintain accurate database and follow up with stakeholders as required.
- Develop and maintain professional communication with clients and key program stakeholders.
- Track progress, evaluate results and report to stakeholders.

### **Organization**

- Contribute to the overall management of Humane Canada™, as a member of the Management team, by engaging in strategic planning and analysis, policy development, organizational reviews, budget preparation and control and operational decision-making.
- Keep Board, staff and members informed on new program developments through regular reports to the Chief Executive Officer.
- Work cooperatively with all members of the Management Team to ensure policy directions and key messages associated with same are integrated and presented effectively to funders and the general public.
- Represent Humane Canada™ to other organizations, stakeholders, community at large and the media as required.

### **Your Qualifications**

- **Education/Experience** – university degree in a related field including animal welfare, social work, public policy/administration and law (Master's degree preferred) and 4 – 6 years' work experience in a management position.
- Knowledge of animal welfare in Canada and specifically, the legislative framework governing animals in Canada.
- Experience in program and project management, as well as working with remote teams.
- Excellent written and verbal communications skills, with the ability to write compelling copy for different audiences.

- Able to work with multiple stakeholders, facilitate change and find win/win solutions.
- Strong strategic and operational skills, with the ability to work in a highly collaborative, consultative environment with other staff and volunteers to achieve success.
- High degree of professionalism with the ability to prioritize to meet required deadlines.
- strong knowledge of how the federal government functions at both political and bureaucratic levels and demonstrated success in influencing government policies and positions.
- Experience managing integrated programs with internal and external audiences;
- Resourceful and organized; able to manage competing priorities, complex situations and deadlines while establishing and executing long-term plans, leveraging immediate opportunities and managing short-term objectives.
- Self-starter, team player and relationship possessing a positive, forward thinking entrepreneurial approach to all areas of work.
- Advanced skills with the full Microsoft® Office suite and/ or direct working experience with publishing, design, communications and event technology platforms/applications.
- English is essential; bilingual (English/French) an asset.

#### **Remote nature of position:**

- Role is fully remote and successful candidate would be required to perform responsibilities reliably and effectively through technology. Required to use personal computer for the first 6 months.
- Working hours are flexible but availability will be required on occasion between 9am and 5pm EST (Eastern Time Zone).
- Ability to travel for role within Canada from time to time.

#### **More about Humane Canada™**

Founded in 1957, Humane Canada™ represents SPCAs and Humane Societies from coast to coast to coast as well as an increasing number of municipalities, animal welfare groups and rescue organizations that make up the sector. We have a simple vision – **a humane Canada.** This vision was so important to us that in 2018 we publicly changed our name to Humane Canada. To achieve that vision we drive positive, progressive change to end animal cruelty, improve animal protection and promote the humane treatment of all animals.

As the convener of the largest animal welfare community in Canada, we advance the welfare of animals, with a strong national voice promoting the interests and concerns of animal welfare to government, policy makers, industry, and the public. We believe that each animal possesses intrinsic value, remarkable complexity, and inherent dignity, and as such is deserving of respect and moral concern. We elevate animal welfare through our values of collaboration and evidence-based thought leadership while building integrated, strategic professional teams that utilize systems thinking to create an effective and lasting change.

**Should you be interested in learning more about this impactful opportunity with Humane Canada™, please apply today with your resume and a letter of introduction to [careers@humaneCanada.ca](mailto:careers@humaneCanada.ca)**

**Humane Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all candidates for their interest, however, only those selected for an interview will be contacted.**