



## JOB POSTING

### Manager, Project Ujima

**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

**Project Ujima (the “Project”)** at Massey Centre (the ‘Centre’) is an initiative of the Ontario Association of Young Parents Agencies (“OAYPA”) that is comprised of twenty agencies throughout Ontario that provide programs and services to vulnerable adolescent parents and their children. This initiative will plan and implement 9 Early Childhood Development Hubs throughout Ontario. The Centre serves as Project Trustee and delivers the Project on behalf of the OAYPA.

The Manager contributes to the achievement of the OAYPA and the Centre’s mission, vision and strategic directions and objectives by ensuring the smooth operations of all the Early Childhood Development Hub at the Centre and throughout the province.

The Manager is accountable for the development of service goals and evaluation of the goals, ensuring programs are implemented and operated in a manner consistent with the CCA accreditation standards, legislative requirements and standards with funders and its accountability structures. The Manager will lead the team in developing and maintaining effective systems and communication strategies with other program areas and other OAYPA member agencies delivering Hub through out the provide and other community stakeholders. The Manager will also contribute to new revenue generating activities for the OAYPA Project Ujima initiative.

The Manager will act in the absence of the Director, Project Ujima.

**Term:** Permanent Full-time

**Department:** Project Ujima

**Reports to:** Director, Project Ujima

**Qualification:**

- Bachelor’s degree in childhood development, business management, public administration, or equivalent combination of experience, education and training.
- Three years’ experience related to planning, administration and delivery of community-based services, including working with pregnant teens and parenting adolescent parents who are racialized and in low-income situations.
- At least 3 years’ supervisory and coaching skills and expertise.
- Previous experience in program planning, design and evaluation.
- Demonstrated ability to develop program budgets and oversee fiscal records

**Date of posting: January 6, 2022**



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and develop fiscal controls.

- Knowledge of services for children and families and experience in referral.
- Knowledge in child development, supporting families and the parent-child relationship will be an asset.
- Excellent interpersonal skills.
- Ability to work effectively with professionals and clients.
- Demonstrated organization and time management skills.
- Excellent verbal and written communication skills.
- The Centre is building our bilingual (French/English) capacity and excellent French Language proficiency is a significant asset.
- Strong presentation and group facilitation skills.
- Proficient in Microsoft Office.
- Ability to multi-task and flexibility in accepting work assignments.
- Current Standard First Aid/CPR certificate.

**Working Condition:**

- Primarily working from the Centre's Broadview or Humewood campus, with occasional travel within Ontario
- Interacts with clients, staff, visitors, government agencies/personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting and lifting.
- Overtime as required

**Closing Date:** January 21, 2022; 5:00 p.m.

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Massey Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

Massey Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**Human Resources  
Massey Centre  
1102 Broadview Avenue  
Toronto, ON M4K 2S5  
Fax: 416-425-4056  
OR  
Email: [hr@massey.ca](mailto:hr@massey.ca) (please quote "Manager, Project Ujima" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*

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