Do you have a demonstrated record of operational excellence, passion for youth and STEAM and exceptional communication and organizational skills? Come work with us.

As Canada’s leading STEAM and Entrepreneurship based program for high school students, Shad Canada is currently looking to add a Manager, National Program Operations to our growing team. Based in Waterloo you will support the National Programs portfolio and will have direct responsibility for the implementation and delivery of designated Shad summer programs.

Application Deadline: January 15, 2022

About Us
Ambitious. Passionate. Powerful. Shad is on a mission to empower exceptional youth to make the world a better place. We have four decades of success in delivering a life-changing and transformational program for almost 20,000 students at 19 university campuses and counting. Our 27-day live-in program is known for finding the very brightest of students, from all walks of life, who are engaged and passionate and want to make a difference in their communities and beyond. We have an ambitious plan to grow our impact by partnering with additional universities across Canada.

About You
Problem-Solver. Team Player. Collaborator. You have experience working with youth programs or in university settings. You have an ability to manage multiple priorities and work collaboratively with diverse stakeholders. You enjoy rolling up your sleeves to execute flawlessly and thrive in an environment full of ever-changing priorities. You have a good sense of humour, work exceptionally well in a team, and tackle projects with self-guidance and enthusiasm. While not a requirement, French is an asset.

About the Role
This is one of two Manager, National Program Operations positions. Each is accountable for the smooth management of designated summer programs, and each assumes lead roles in operational strategies and deliverables.

You will have direct responsibility for managing the following:
- 10 Shad campus programs
- Campus program admissions process and supporting communications
- Bursary and scholarship allocation process
- Risk Management initiatives, documentation, and team member training
- Pre-and-post program preparedness sessions for underserved populations
- Escalated parent concerns and/or participant issues

You will collaborate on and support the following:
• Annual Program Managers Meeting
• Onboarding process for new campuses and Program Directors
• Application process for campus team members
• Virtual Program design and implementation
• Initiatives to increase effectiveness and scalability of program operations
• National Program data tracking for government reporting, special projects etc
• Other special projects that arise from time to time

For most of the year, this role will have regular business hours. Given the nature of the Shad program, hosted at campuses across the country during the month of July, the Manager, National Program Operations must be available 24-7 during the month and may also have significant Canadian travel requirements before and during the program.

Shad Canada values the diverse and intersecting identities of its participants and team members. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SGLBTQ+. All qualified candidates are encouraged to apply.

Interested applicants apply to hiring@shad.ca by January 15, 2022. Please include a cover letter along with your CV and include the position you are applying for in the Subject Line.

We thank all applicants but only those selected for an interview will be contacted.