The Shad2022 program runs Sunday, July 3 – Friday, July 29, 2022

What is a Program Manager at Shad Canada?
With 27 days filled with incredible lectures, workshops, and social events, the Program Manager (PM) plays a critical role in helping to plan and deliver a successful Shad program. The PM is the lead finance and logistics administrator of the Shad program and often plays the role of risk management coordinator, ensuring that all activities are carried out appropriately, with safety of the students as our primary concern.

The PM position provides a great opportunity for someone who enjoys working with people and numbers, is detail oriented, organized and problem solves effectively when unexpected situations arise.

In order to generate a transformational experience at Shad, the PM is highly involved in the preplanning of the program. This opportunity runs from March – July (part-time from March – June, full-time as a live-in team member during the program in July).

What is Shad Canada?
Shad is a registered Canadian charity that empowers high school students – at a pivotal point in their education – to recognize their own capabilities and envision their potential as tomorrow’s leaders and change makers. Each year, Shad provides the opportunity for more than 1000 students from across Canada and internationally to attend a month-long summer program, focused on STEAM (science, technology, engineering, arts & math) and entrepreneurship. Students learn the value of their own perspective and the differing perspectives of those around them. Shad’s program is competitive and a selection process is in place. Shad has been running since 1980 and has more than 20,000 alumni.

What makes a great Program Manager?
Programs such as Shad thrive on diversity, organization and adaptability and the PM is a critical resource to the team to make it all run smoothly! A day in the life of a PM mainly involves:

- Logistics & Event Planning
- Risk Management
- Financial Management & Reporting
- Coordinating Workshops
- Liaising with the University (e.g. conference services) and other external partners (transportation, catering, etc.)

Ideal candidates are mature, responsible and have or are pursuing a university degree. Familiarity with the programs and facilities of Lakehead University will be considered a strong asset.
Successful applicants will have the following characteristics:

- Attention to detail and highly organized
- Demonstrated leadership qualities
- Excellent interpersonal and communication skills
- Experience planning & organizing events
- Financial literacy & ability to manage budgets
- Ability to problem solve effectively
- Effectiveness working in a team
- A 'Can-Do' attitude, with the ability to get things done!

What are the expectations for a Program Manager?

- The Program Manager is required to live in residence on the Lakehead University campus for the duration of the program. Room and board is provided during the program.
- The Program Manager is required to be involved in pre-program planning starting in March (part time work until the beginning of the program) and preliminary training sessions hosted by Shad Canada, and other organizations, as required.
- Play primary role in managing program logistics and operations including trip planning, booking transportation, procuring equipment and supplies, scheduling of team members and facilities.
- Maintain accurate and complete records of all program expenses and revenues. Create and submit required financial reports to Shad Canada on time.
- Ensure risk management frameworks and policies are being followed at all times within the program by team members and participants.
- The Program Manager is required to have a Police Vulnerable Sector Check completed and may be asked to hold a current Standard First Aid and CPR certificate.

How do I apply?
In order to apply to be a Program Manager with Shad Lakehead, please email Ms. Jodie Hannam, adminvpa@lakeheadu.ca the following:

- a Cover letter (1-page max) discussing why you would like to be a team member at Shad Lakehead, relevant work experience, and how these experiences have prepared you to be a Program Manager.
- Resume
- A list of two or more professionals who we can contact to learn more about your work habits and capabilities. It is best to use people who have seen you in a professional environment (i.e. work or school) like the Shad environment.

All three documents should be compiled into a single PDF, and the file name should include your first & last name (e.g. JaneSmith_Resume.pdf).

Program Manager applicants are encouraged to refer to www.shad.ca for more information about the program. To be considered in the first round of applicants, please submit your application to adminvpa@lakeheadu.ca

The applications for this position will be open until a suitable candidate has been identified.