



Shad Ontario Tech – 2024 Program Manager Posting

Must be available to begin anytime in **March**.

The Shad2024 program runs Sunday, June 30 - Friday, July 26, 2024

About Shad

At Shad Canada, our goal is to inspire youth from across Canada to solve problems and influence positive change in the world through STEAM and entrepreneurship. We believe that when young people are empowered to take risks and explore their potential, they go on to impact their communities in meaningful ways and inspire others to do the same.

Shad is a transformational month-long STEAM and entrepreneurship program in July for Grade 10 and 11 students. We offer ShadOnCampus, where students live on-site at one of our 22 Canadian university partners, as well as ShadAnywhere, a digital campus where students can participate online from wherever they're spending their summer. Both programs afford students an amazing opportunity to prepare for post-secondary education, participate in university level lectures and labs, and hear from professional keynote speakers and knowledge keepers.

Alumni of the program go on to create an impressive network of social innovators and industry leaders, putting the program's values into practice across a range of social and professional sectors in ways that facilitate lasting change.

About the Role

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 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 pre-planning 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 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:

1. Logistics & Event Planning
2. Risk Management
3. Financial Management & Reporting
4. Coordinating Workshops
5. 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 Ontario Tech 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 on the Ontario Tech 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.
- Collaborates with the Financial Coordinator to maintain accurate and complete records of all program expenses and revenues.
- 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 Ontario Tech**, please [submit your application here](#) by **February 17, 2024**.

Program Managers applicants are encouraged to refer to <https://ontariotechu.ca> or www.shad.ca for more information about the program.

Shad Canada values the diverse and intersecting identities of its participants, team members and contractors. 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, antiracism, 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 2SLGBTQ+. All qualified candidates are encouraged to apply.