



Manager, National Program Operations

Come work with us! We're looking for a **Manager, National Program Operations** who has a demonstrated record of operational excellence, a passion for youth and STEAM, and exceptional communication and organizational skills.

Shad is Canada's leading STEAM and Entrepreneurship-based program for high school students in grade 10 and 11. During the immersive month-long program, students live on campus in universities across Canada or live at home and join virtually to participate in a real-world design challenge that prepares them to take on social and economic challenges. Shad's program is transformational and life-changing and many participants go on to innovate and start their own businesses.

About the Role

Based in Waterloo, this **full-time position** will support the National Programs portfolio and provide operational leadership and support to the successful delivery of Shad programs across the country.

Specific responsibilities include:

- Provide oversight and be an effective resource to program development and delivery
- Manage strategies and deliverables to ensure program quality meets Shad curricula expectations
- Support the onboarding of new campus partners and programs
- Manage effective program communications
- Be a resource to partners, students and parents
- Contribute to data collection, tracking and reporting of Shad program participation and impact evaluation
- Collaborate with Shad Canada team members to achieve organizational objectives

Working in our Waterloo office, this role is 37.5 hours per week during regular business hours. During program dates, specifically in July, the Manager of National Programs must be available 24/7 to provide program leadership and support as required.



About You

You will have experience with one or more of the following:

- 5+ years leading and developing high-quality youth programming
- Developing and implementing tools to measure program quality and effectiveness
- Working collaboratively with diverse stakeholders
- Managing multiple priorities and initiatives
- Working alongside a team to achieve common objectives
- Developing clear and effective communications for multiple audiences
- Working proficiently with Microsoft Office products

You have a good sense of humour, work exceptionally well in a team and tackle projects with self-guidance and enthusiasm. Ability to speak and work in French is considered an asset.

Shad Canada offers a comprehensive compensation package including health and retirement benefits.

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 2SLGBTQ+. All qualified candidates are encouraged to apply.

*Interested applicants should apply to hr@shad.ca by **November 15th, 2024**. Please **include a cover letter** along with your CV explaining why this position is of interest to you.*

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

