



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensure that we, as a work community, treat all with inclusivity, innovation, collaboration, accessibility, respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire an:

**Project Manager, TO Wards Peace
1 - Full-Time, 1 Year Contract (35 hours per week)**

Reporting To: Community Wellness & Engagement Manager

Purpose:

Scarborough Centre for Healthy Communities (SCHC) is committed to advancing community safety, violence prevention, and youth well-being through collaborative, community-led approaches. The TO Wards Peace (TWP) initiative is a City of Toronto funded violence prevention strategy that supports youth and communities disproportionately impacted by violence through coordinated intervention, prevention, outreach, and capacity-building efforts.

The Program Manager, TO Wards Peace will provide leadership, coordination, and oversight for SCHC's implementation of the TWP initiative in partnership with The Forgiveness Project and Impact 'n Communities. Working closely with grassroots organizations, community partners, City of Toronto representatives, and SCHC staff, the Program Manager will ensure the successful planning, implementation, monitoring, and evaluation of program activities while advancing community safety outcomes and strengthening neighbourhood-based systems of support.

The Program Manager will oversee program operations, staff supervision, partnership development, contract and budget management, reporting, evaluation, and continuous quality improvement to ensure alignment with funder requirements, community priorities, and SCHC's mission, vision, and values.

Key Areas of Responsibility:

Program Leadership & Strategic Implementation

- Lead the planning, implementation, and monitoring of the TO Wards Peace initiative in alignment with City of Toronto priorities and SCHC strategic objectives.
- Coordinate annual workplans, implementation activities, timelines, deliverables, and reporting requirements.
- Monitor program performance and outcomes, identifying opportunities for improvement and innovation.
- Identify risks, barriers, and emerging issues and implement mitigation strategies to support project success.
- Ensure program activities reflect community needs, evidence-informed practices, and violence prevention principles.
- Prepare briefing notes, presentations, reports, and updates for leadership, funders, and community stakeholders.



Partnership Development & Community Collaboration

- Develop and maintain strong working relationships with grassroots organizations, community agencies, residents, and system partners.
- Facilitate collaborative planning and coordination among project partners to advance shared goals and collective impact.
- Represent SCHC and the TO Wards Peace initiative at community tables, meetings, working groups, and stakeholder forums.
- Support grassroots partners in strengthening operational capacity, collaboration, and service coordination.
- Foster meaningful engagement with communities disproportionately impacted by violence.

Program Operations & Staff Leadership

- Provide leadership, supervision, coaching, and performance management to program staff.
- Support staff recruitment, onboarding, professional development, and retention.
- Promote a collaborative, accountable, and high-performing team culture.
- Ensure program activities are implemented effectively and in accordance with organizational policies and procedures.
- Support conflict resolution, problem-solving, and team development initiatives.

Financial Management & Accountability

- Develop, monitor, and manage program budgets in collaboration with leadership and finance staff.
- Monitor expenditures and resource allocation to ensure compliance with funding agreements and organizational policies.
- Support financial forecasting, reconciliation, and reporting requirements.
- Ensure responsible stewardship of program resources and funding.

Evaluation, Reporting & Continuous Improvement

- Oversee data collection, performance measurement, and program evaluation activities.
- Analyze program data and stakeholder feedback to inform decision-making and service improvements.
- Prepare and submit reports required by funders and stakeholders.
- Support quality improvement initiatives and knowledge-sharing activities.
- Conduct environmental scans and community assessments to identify emerging trends and opportunities.

Educational and/or Professional Qualifications:

- Bachelor's degree in Social Work, Child and Youth Care, Community Development, Public Administration, Criminology, Health Sciences, Public Health, Social Sciences, or a related field required.
- Master's degree in Social Work, Public Administration, Public Health, Community Development, Business Administration, or a related discipline is considered an asset.
- Project Management certification (PMP, CAPM, Lean, Prosci, or equivalent) is considered an asset.
- Demonstrated knowledge of violence prevention, community safety, youth development, and community-based service delivery.
- Demonstrated knowledge and application of anti-oppressive, anti-racist, trauma-informed, and equity-based practices.
- Strong planning, organizational, facilitation, and relationship management skills.
- Excellent written, verbal, and interpersonal communication skills.



- Proficiency in Microsoft Office Suite, virtual collaboration platforms, and data management systems.

Level of Experience:

- Minimum three (3) years of progressive experience managing community-based programs, projects, or initiatives within the non-profit, health, social services, community safety, violence prevention, or youth-serving sectors, including experience providing supervision, leadership, coaching, and performance management to staff and/or multidisciplinary teams.
- Experience managing complex multi-stakeholder partnerships and collaborative initiatives involving community organizations, funders, government partners, and system stakeholders.
- Experience with program planning, implementation, monitoring, evaluation, quality improvement, and reporting.
- Experience managing program budgets, contracts, funding agreements, and accountability requirements.
- Experience collecting, analyzing, and utilizing data to inform program planning, decision-making, and continuous improvement.
- Experience engaging communities disproportionately impacted by violence, poverty, systemic barriers, and social inequities; experience working with youth impacted by violence, justice involvement, poverty, or other systemic barriers is strongly preferred.

Skills and Attributes:

- Program and Project Management
- Strategic Planning and Implementation
- Community Engagement and Partnership Development
- Relationship Management
- Leadership and Team Development
- Communication and Facilitation
- Collaboration and Stakeholder Engagement
- Problem Solving and Conflict Resolution
- Budget and Resource Management
- Data-Informed Decision Making
- Accountability and Results Orientation
- Continuous Quality Improvement
- Equity, Anti-Oppressive and Trauma-Informed Practice
- Adaptability and Change Management

Why SCHC:

- A strategic commitment to organizational health, ensuring our people and culture are well supported.
- 4 weeks paid vacation, additional time with tenure.
- Continuous funded training opportunities.
- Health benefits including prescription drugs, dental, vision care, alternative therapies, life insurance, employee assistance program, disability insurance; benefit coverage for family and dependents available.
- Mileage expenses reimbursed at CRA recommended rate.
- HOOPP pension plan member.
- A strategic commitment to Action on Equity to advance diversity, equity, inclusion and belonging utilizing an intersectional lens.

Remuneration: \$85,149 - \$115,126 annually



Please reply in confidence to HR: recruitment@schcontario.ca

Note: Please quote PM-TWP in the subject line.

We would like to thank all applicants; only those invited to interviews will be contacted.

This is an **Existing Vacancy**.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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