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| Job Title: | Program Manager | Job Category: | Manager |
| Department/Group: | Black Business Association of BC (BBABC) | Job Code/ Req#: | Job Code/ Req#  PM-BBABC-2021 |
| Location: | Flexible | Travel Required: | Travel Required |
| Level/Salary Range: | $70,000 | Position Type: | Full time (37.5 hrs/wk)  3-month probation period  \* Benefits package available |
| HR Contact: | Olwin Allen | Date Posted: | Aug 23, 2021 |
| Term | 1 yr with the possibility of extension | Start Date: | Oct 1, 2021 |

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| External Posting URL: | https://www.blackbusinessbc.ca/careerboard |
| Internal Posting URL: | NA |

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| Applications Accepted By: |

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| EMAIL: [info@blackbusinessbc.ca](mailto:info@blackbusinessbc.ca)  Subject line: Program Manager application  Please include:   1. Resume 2. Cover letter identifying why you are a great fit for our organization |  |

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| Job Description |
| Role and Responsibilities  * Manage the operational activities of the associations various projects * Develop strategic plans and implement increased market access for members * Promote the organization * Supervision of Business Development Coordinator/s, Office Administrative Coordinator, Francophone Coordinator * Represent the BBABC at industry events * Organize events * Manage operational budget * Report to CEO  Qualifications and Education Requirements **Qualifications and Education Requirements**   * Bachelors in Business administration or any related field * Minimum 3-5 years’ experience as a Program or Project Manager. * Experience managing a team  Preferred Skills  * Team Leadership * Budget Management * Project Management * Event Planning  Additional Notes Additional Notes |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |