



Program Manager/Facilitator

Wellspring Cancer Support Foundation is seeking a Program Manager/Facilitator to become a vital part of our dynamic team. This is a full-time, permanent position. The Program Manager/Facilitator can be based primarily at 2545 Sixth Line in Oakville or at 105 Wellness Way in Toronto. Please note that all Wellspring staff are required to be fully vaccinated against COVID-19.

Required knowledge, skills, and abilities

- Relevant university degree in social work, psychology or vocational counselling
- Experience with patient and/or family counselling or group facilitation
- Understanding of the impact of cancer on individuals and families
- Fluency in English with excellent verbal, written, and interpersonal skills
- Ability to work in a fast-paced environment
- Very good problem-solving skills and attention to detail
- High degree of administrative proficiency and organizational skills

Key Areas of Responsibility

1. Management of designated programs including:
 - a. recruitment of and succession planning for professional and volunteer program leadership
 - b. monitoring program performance and addressing concerns as they arise
 - c. strategic planning for growth and identification of gaps in programming
 - d. new program development
 - e. managing stakeholder relations with partnered programs
2. Coordination of designated programs including:
 - a. Scheduling of professional leaders and volunteers
 - b. leader mentoring and support
 - c. acquisition of required supplies and equipment
 - d. oversight of data collection
3. Facilitation of a broad range of programs and providing counselling to families affected by cancer and people experiencing the financial impact of cancer
4. Participation and contribution as an integral part of the Mission Delivery staff team
5. Participation in, and encouragement of, Wellspring's growing culture of philanthropy

If you have the above qualifications and would like to support Wellspring's mission of helping individuals and families living with cancer, please apply to Eva Thurlow with cover letter and résumé at

humanresources@wellspring.ca. Applications must be received by **May 15, 2022**. No phone calls please.

Wellspring is a network of community-based support centres offering programs and services that meet the emotional, practical, and physical/functional needs of people living with cancer and those who care for them. For more information, visit www.wellspring.ca.

We thank all applicants in advance for their interest in this position and Wellspring Cancer Support Foundation; however, only candidates selected for an interview will be contacted.

Wellspring promotes diversity and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from gender diverse people of all races, ethnic origins, religions, abilities, and sexual orientations. Wellspring provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation.