



springboard

CONNECT. INSPIRE. ACHIEVE.

## ABOUT US

Springboard's mission is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

## WHO WE ARE

**People are at the centre of everything we do.** We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a savings plan that helps support our people in all aspects of their lives.

## Internal / External Job Post

# Manager, HUB Digital Learning & Training HUB-NU22-60

### THE OPPORTUNITY

- Job Class ♦ Non-Union
- Department ♦ HUB Digital Learning & Training
- Location ♦ Hybrid Remote / 976 College St, Toronto ON
- Status ♦ Full-time Permanent
- Pay Rate ♦ \$74,000 to \$85,000 per annum
- Vacancy Number ♦ HUB-NU22-60
  
- Available ♦ As soon as possible
- Hours/Shifts ♦ Mon-Fri 9am-5pm  
Schedules may change depending on operational requirements

Manager, HUB Digital Learning & Training (HUB) is responsible for the leadership of Springboard's HUB programs and the successful implementation of these national learning initiatives in communities across Canada. The Manager, HUB is responsible for stewarding a diverse portfolio of digital learning assets with an ecosystem of 600+ partner agencies and key organizational partnerships including MADD Canada, Nishnawbe Aski Legal Services and YMCAs of Quebec.

Leading in an agile project environment to achieve dynamic goals, responsibilities include; overseeing funding contracts and stewarding national stakeholder relationships, fund development, adjusting and securing resources (time, material, money and people) to meet outcomes and objectives, assessing the quality and impact of learning initiatives, facilitating key training events, identifying and addressing learning gaps, engaging and growing a partnership network, and developing/motivating a high performing team.

Travel to Springboard locations and community partner sites is required.

### WAYS YOU CAN CONTRIBUTE

- **Management – People Leadership:** Lead team to strong performance and the successful achievement of complex digital initiatives. Ensure compliance with Springboard management standards.
- **Project Management:** Execute digital learning initiatives in compliance with funding contracts using an agile project management environment, with clear production processes managed in collaboration with the Supervisor, HUB Digital Creative Production.
- **Learning and Development:** Lead and facilitate best practice standards in youth and adult education and transformative facilitation for all HUB digital learning initiatives.
- **Stakeholder Relationships:** Maintain and promote national organizational partnerships through excellent community development engagement.
- **Strategy and Business Development:** Grow and innovate national HUB digital learning approaches.
- **Senior Management – Financial Oversight:** Work with Finance, to develop budgets for HUB portfolio. Manage, monitor and analyze financial statements to ensure programs are on budget and work collaboratively to determine actions required if there are variances. Review analysis of the business model and work with Director, Programs and Finance to create more resilient business models for HUB programs. Collaborate on strategies to increase financial performance. Understand timing implications of events and of funding.
- **Reporting:** Analyze and ensure government/funder/grant reports are accurate. Other monthly reporting as required.

## WHO YOU ARE

- Post-Secondary education in adult education, digital design or equivalent experience.
- 5+ years of learning and development experience.
- 3+ years of people leadership experience, guiding, directing and supporting people.
- Experience and ability to work in a non-profit, mission driven environment.
- Capacity to manage multiple partnership relationships, develop business and drive success.
- Ability to influence and guide work outcomes through positive engagement.
- Strong knowledge of technology project leadership and agile, design thinking approaches.
- Being adaptable to changing priorities and working on multiple initiatives.
- Possessing excellent communication skills, diplomacy and tact.
- Ability to lead teams, projects and partnerships from an anti-oppressive framework.
- Promoting a continuous improvement mindset.

## Vaccination Policy

**Currently, this position is not subject to mandatory vaccination nor vaccination disclosure and rapid antigen testing, but this may change in the future depending on direction from public health and/or Ministry guidance.**

Springboard continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

## APPLY

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

**The Deadline for Applications is November 30, 2022 at 4:00 pm.** Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to [careers@springboardservices.ca](mailto:careers@springboardservices.ca).

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

*We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.*