



PROGRAM MANAGER: JOB DESCRIPTION

The Windsor & Essex County Crime Stoppers are seeking a motivated, responsible & professional individual to become their next Program Manager.

The Program is seeking an individual with the following Qualifications:

- Post-Secondary Education in Marketing/Advertising, Public Relations, Communications or Administration
- Strong Fundraising and Donor Stewardship Skills
- G-Licensed Driver
- Valid Record Check

The Program is seeking an individual with the following Skills & Abilities:

- Self-Starter, Self-Disciplined
- Ability to Work Independently & in a Team Environment
- Passionate & Driven
- Adaptability and Flexibility
- Management Skills, Organizational Skills & Time Management
- Knowledge About Boards is an Asset
- Communication Skills - Strong Written & Verbal
- Creativity
- Friendly, Approachable & Positive Attitude
- Leadership Skills
- Analytical Skills
- Problem-Solving Skills
- Works Well Under Pressure
- Technical Proficiency
- Ability to Multitask
- Relationship-Building Skills
- Customer Service Skills
- Strategic Planning Skills
- Project Management Expertise/Event Management
- Budget and Financial Management
- Risk Management

Office Currently Located at:

LaSalle Police Service

1880 Normandy Street

Lasalle, Ontario

N9H 1P8

Canada

As an employee of this Organization, you are required to always be a law-abiding citizen, with no criminal record or activity. A Vulnerable Sector Criminal Check will be required prior to acceptance to this position. A Drivers abstract must be providing at time of employment and annually moving forward. Failure to do so may result in serious disciplinary action and even possible termination of employment.

Job Title and Description:

The initial job title of the Employee will be: ***Program Manager***

The Employee agrees to be subject to the general supervision of and act pursuant to the orders, advice and direction of the Windsor and Essex County Crime Stoppers Board of Directors, and namely the Vice President of this Organization and is to report to the President & Vice president of the board along with when necessary work alongside board appointed treasurer to ensure accurate financial reports are prepared on a monthly basis and transparency is maintained, as well as monthly program managers reports to be submitted , presence at the board meetings monthly is required .

Employee will have the opportunity to work at LaSalle police headquarters Crime Stoppers office and occasionally work from home as required.

The Employee will perform all duties as requested by the board of directors that are reasonable and will be responsible for assisting in all promotional, awareness, fundraising and general activities relating to Crime Stoppers. Employee will have occasional access to the crime stoppers as the van is shared with the police coordinators. Employee must be fully licensed G driver. The employee is responsible for reporting all damages and accident incurred to the Crime stoppers van. The employee will be responsible for all damages incurred unless agreed on by the board of directors.

The Employee will be responsible for all office duties, including computer issues, grants opportunities, correspondence, tax receipts, financial requirements, volunteers, filing, and record keeping, and any other communication required. *

The TIPs hotline will solely be answered and administered by the Police Coordinators in the office and is not your responsibility.

The Employee will be subject to a 90-day probationary period at the start of their employment.

* (these are subject to change and agreed upon with the Board of Directors)

Hours of Work:

You will be employed on a part-time basis, and your work week is based on an hourly position.

Flex work schedule to allow you to partake in after-hours events as need be as evenings and weekends are required to support this position. You will be responsible to go over your monthly work schedule with the Vice President monthly. There will be no banking of hours, employee is expected to work the allotted hours.

Salary:

Base salary for this position is \$21.00 per hour. Part-time at present, 25 hours per week. Paid on a bi-weekly basis. Pay increases and bonuses will be negotiated and is in the sole discretion of the Board of Directors as agreed upon at the Boards AGM Meeting. There will be no benefit package offered at this time.

Vacation:

The entitled vacation of two weeks is to be allowed each fiscal year for the first 5 years of employment and will be paid to you at the rate of 4% or that which is determined by the Employment Standards of Ontario on each pay cheque.

After year five, the entitled vacation to be allowed will be three weeks with a pay rate of 6% or that which is determined by the Employment Standards of Ontario, paid out on each pay cheque,

The times and dates for any vacation will be determined by mutual agreement between the employee and the Vice Preside

Statutory Holidays:

An Employee qualifies for a public holiday if they work all their regularly scheduled days of work before or after the public holiday or provides a reasonable cause for not working their entire shift on the public holiday.

Personal and Sick Time:

The Employer allows the employee a total of the standard 3 sick/personal days off without pay. In an extended leave due to illness, it can be negotiated with reasonable explanations and medical notes at the Board's discretion.

The employee agrees to abide by the Employer's rules, regulations, policies, and practices, including those concerning work schedules, vacation, and sick leave, as they may from time to time be adopted or modified.

Confidentiality:

The Employee shall not disclose any secret or confidential information, or information which in good faith and good conscious ought to be treated as confidential, which you become aware of in the course of your employment relating to the Windsor and Essex County Crime Stoppers, and the values this Organization upholds. Any Violation of this term could result in immediate dismissal. The Employee will be required to sign a confidentiality agreement to be renewed upon an annual basis. The employee shall not use social media communications that negatively affect the organization or its partners in any way.

Conflict of Interest:

During the term of employment, the Employee will not, directly, or indirectly, engage or participate in any other business-related activities that the Board of Directors, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Board and is expected to acknowledge if a situation develops that is a conflict of interest and immediate action to be taken.

Termination:

Where there is just cause for termination, The Board of Directors may terminate the Employee's employment without notice, as permitted by law and severance will be paid in accordance with the Employment Standards Act of Ontario. The Employer shall have no further or other obligation to the Employee, monetary or otherwise, at common law or for any other reason whatsoever.

As an alternative, if the employee co-operates with the training and development of a replacement, then sufficient notice is given to allow the employer to find and train the replacement and will continue to be paid until that time.

If the Employee wishes to terminate their employment, then they must give the board written notification of no less than two weeks' notice. Any banked time outstanding for the current year will only be paid out at the date of termination.

Modification of Agreement:

Any amendments or modifications of this Agreement or additional obligations assumed by either party in connection with the Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Please provide copies of your credentials as outlined on your resume and required for this position, (i.e. Diplomas, Degrees, Certificates), including copies of membership with a regulatory college and/or professional association(s), copies of liability insurance (where applicable), or any other documentation to support your position and your professional standing.

The terms and conditions outlined within this letter of employment may be subject to change as Windsor Essex County Crime Stoppers continues to conduct reviews as required and develops policies, procedures, and practices wholly to Windsor Essex County Crime Stoppers.

You will receive fair and reasonable notice of any amendments to this letter of employment.

This employment agreement is personal and confidential in nature. Its contents are not to be shared with other personnel of the Windsor Essex County Crime Stoppers, or its affiliated agencies.

You acknowledge that by signing this letter of employment, you have done so based only on the statements made in this letter of employment and the documents referenced in this letter.

You agree that there are no other promises or commitments that have been made to you that you are relying on in your employment.