

## Community Action Program for Children Supervisor

<b>Job Type:</b>	Full time (8:30 a.m. – 4:00 p.m., M-F)
<b>Location:</b>	Hamilton; temporarily remote until office re-opens (T.B.D)
<b>Hours:</b>	33.75 per week

### *About SPRC*

The Social Planning and Research Council of Hamilton is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the Dish with One Spoon wampum agreement. We are committed to working within an anti-racist, anti-oppression framework and seek qualified candidates who share our commitment to diversity, equity and inclusion.

SPRC is a charitable non-profit organization and we strive to improve the quality of life for all citizens in Hamilton through research, community development, community engagement and system and service planning. Our vision is to create a community that provides a socially, physically and economically supportive environment and supports public participation and community integration to preserve and enhance the health and well-being of our population. We offer work that is meaningful and opportunities to create positive impact within the community.

We are seeking a **CAPC Supervisor** to Coordinate and oversee the Hamilton Community Action Program for Children (CAPC) and support SPRC social planning and research activities. CAPC is a federally funded program which promotes the healthy development of young children from birth to age six who face challenges that put their health at risk. The Coordinator works in collaboration with community partners to support this program in east Hamilton.

### *Supervisory Responsibilities:*

- Oversee and provide support to a small team to ensure project objectives are met
- Provide constructive and timely performance evaluations
- Supervise, coach, and develop staff

### *Duties/Responsibilities:*

- Develop a comprehensive service system continuum for families with young children in east Hamilton through targeted program partnerships and enhancements
- Foster the development of relationships within community groups which have, or plan to work as, an organization in the future
- Support the initiatives of the CAPC Council
- Develop program partner contribution agreements on a yearly basis
- Oversee project budget and develop spending projections
- Develop reporting tools and processes for program partners
- Oversee annual Hamilton CAPC evaluation including development of evaluation plan
- Develop and implement a communications and promotion plan including social media, website and promotional materials
- Oversee and supervise Hamilton's CAPC Systems Navigation Program
- Prepare monthly and annual data collection and prepare funding reports

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- Oversee and coordinate Riverdale Fall-fest planning processes and other events
- Develop funding and grant opportunities to supplement Hamilton CAPC initiatives
- Promote Hamilton CAPC through presentations and workshops at community organizations and events
- Maintain and build effective partnership relationships with community partners to address the social determinants of health that impact families with young children
- Conduct regular site visits of Hamilton community partner agencies (must provide own transportation)
- Lead and promote the SPRC community research community development and program evaluations as required
- Make public presentations on behalf of SPRC and encourage volunteer involvement in presentation of reports and briefs to government and non-government interests

***Required Skills and Abilities:***

- Knowledge and demonstrated experience in community development and community based research
- Knowledge of and experience with: social planning theory and analysis, research methods, program evaluation
- Practical experience in social policy analysis and knowledge of statistical analysis methods an asset
- Solid understanding and ability to integrate anti-racism, anti-oppression frameworks in community development and research
- Strong analytical and creative problem-solving skills
- Proficient with the use of Microsoft Office Suite, social media platforms and the internet.
- Ability to use or learn graphic design software an asset
- Exceptional writing and communication skills, including the ability to write technical reports is critical
- Strong organization and administrative skills
- An ability to work independently, be innovative and highly self -motivated
- Experience working with volunteer committees, within the non-profit sector

***Education and Experience:***

- Masters' degree or equivalent in social work, social sciences, community research, or related discipline
- Appropriate work-related experience may be substituted for some of the educational background
- Minimum 3 years' experience supervising a team preferred
- Demonstrated experience managing projects, including budgeting and finance
- Program evaluation certification (i.e. via the Canadian Evaluation Society) an asset

***Application Process:***

***Applications will be accepted until the position is filled***

Please submit a résumé and cover letter to [careers@sprc.hamilton.on.ca](mailto:careers@sprc.hamilton.on.ca).

**Subject: CAPC Supervisor**

Applicants requiring accommodation to participate in the hiring process should email  
[careers@sprc.hamilton.on.ca](mailto:careers@sprc.hamilton.on.ca)

The SPRC is an equal opportunity employer. Qualified individuals who share our core values of equity, diversity and inclusion and who will contribute to the diversification of ideas and perspectives are encouraged to apply. We particularly welcome applications from Indigenous (First Nations, Metis, Inuit) peoples, members of racialized communities, persons with disabilities, women and persons who identify as 2SLGBTQIA+.

Applicants selected to proceed in the hiring process will be required to supply proof of qualifications and related experience relevant to the qualifications outlined above.

We thank all applicants for their interest in this position; however, only candidates selected for interviews will be contacted.

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