

# JOB POSTING

Location: Vancouver, BC / Remote. Must be eligible to work in Canada.

Job Title: Programs Manager

Schedule: Flexible, Full-time (37.5 hours per week)

Type: Permanent

Start Date: As soon as possible (early September 2024 preferred)

Compensation: \$56,500.00 CAD - \$60,450.00 CAD annually with benefits, salaried, depending on experience

Closing Date: August 26, 2024

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Sanctuary Mental Health Society equips the Church to support mental health and wellbeing. We provide resources that meaningfully engage the topics of faith and mental health. Our content is developed in collaboration with theologians, psychologists, and people with lived experience of mental health challenges. These resources prepare communities of faith around the world to raise awareness, reduce stigma, support mental health, and promote mental wellbeing.

Since the release of our flagship resource in 2018, we have seen our global audience grow exponentially. *The Sanctuary Course* has been used by almost 300,000 people in more than 80 countries to date, and we anticipate that these numbers will continue to increase rapidly. Furthermore, one of our most exciting projects for 2024-2025 is the forthcoming release of *The Sanctuary Youth Series*, an educational and interactive resource featuring the voices of young Christians with lived experiences of mental health challenges.

## JOB SUMMARY

Reporting to the Director, Programs, the Programs Manager is responsible for overseeing various project-based, operational, and administrative functions within the Programs Team. This position will be responsible for planning, executing, and delivering Programs projects on time, within budget, and in accordance with project specifications and standards.

If you have a project management background and a passion for mental health in the Church, we would like to meet you!

## DUTIES

In collaboration with Sanctuary's Programs Team, the Programs Manager will undertake the following:

### Oversee Contractors

- Monitor capacity of project contractors and review and approve invoices.
- Liaise with all projects contractors, consultants, and specialists, provide instructions on scope of work, ensure work is completed on time and that invoices are sent with the correct

information.

## Project Coordination for Programs Resources

- Oversee and/or manage project activities throughout their lifecycle including: capacity checks across projects, allocation of adequate resources, timelines, scheduling, documentations, budgeting, and other factors necessary for success. Project activities include but are not limited to:
  - Overseeing casting and soliciting self tapes as needed.
  - Scheduling interviewees.
  - Planning filming days (e.g., booking locations, filmmaker, cameras, interviewees, communicating and confirming filming schedules).
  - Organizing all film footage and assets.
  - Ensuring transcripts are produced and filed.
  - Ensuring release forms are signed and filed.
  - Collaborating with resource developers and the Operations team on obtaining copyrights, updating licensing information, and tracking intellectual property related needs.
  - Coordinating external reviews of project materials.
- Lead planning of all project timelines, milestones, deliverables, and micro-deliverables using appropriate tools and methods (i.e., Project Management Software and team timeline tracking documents).
- Ensure Project Management Software is being used optimally and efficiently across projects and introduce new team members/contractors to the Project Management platform.
- Coordinate updates on the progress of projects during scheduled team meetings and provide additional updates on project development to other departments as needed.
- Track all project costs to ensure completion within budget; propose the reallocation of resources across multiple projects where necessary.
- Identify and resolve conflicts between projects; create contingency plans.
- Conduct project debriefs in order to identify areas for improvement and make recommendations based on findings for future projects.
- Set up new workflows with contractors and other departments as needed for projects.

## Programs and Project Administration

- Schedule Programs team meetings every two weeks, or as needed.
- Update project budgets and attend monthly budget check-ins with the Director, Programs and Finance Controller.
- Prepare fiscal year Programs budgets and obtain feedback from the Director, Programs, Editor-in-Chief, and Programs team.
- Track project budgets and approve invoices.
- Liaise with the Communications team on all upcoming project needs and ensure needs are met.
- Collaborate with Director, Programs to complete quarterly departmental evaluation reports for leadership and board review.
  - Pull raw survey data for evaluation reports.
- Follow procedures and policies outlined in the Programs Manual.

- Update Programs Manual as needed.

### Other Duties/Expectations

- Participate in team meetings as required.
- Complete tasks in a timely and accurate manner.
- Other tasks may be assigned based on time, interest, and skills.

## APPLICANTS MUST HAVE

- Eligibility to work in Canada.
- Ability to work remotely.
- At least two to three years of work experience in project management or a related/applicable field.
- Proven success in financial/budget management, technology development and management, and internal controls implementation.
- Ability to create and edit project documents, schedules, materials, and presentations.
- Ability to maintain a highly organized and detail-oriented workflow, while maintaining flexibility and prioritizing competing demands.
- Strong problem identification and resolution skills.
- Excellent interpersonal skills and a collaborative working/management style.
- Experience working with Microsoft Excel, Google Workspace, and project management software such as Monday.com is an asset.
- Experience working in non-profit organizations is an asset.
- Ability to attend occasional in-person film shoots in Vancouver, BC is an asset.
- Additional education and/or related experience in mental health or church work is an asset.

## APPLICANTS SHOULD BE

- Comfortable working in a faith-based environment.

Our organization's values include: practicing compassion, cultivating hope, building relationships, pursuing excellence, and demonstrating integrity. If you share these values and the job description above matches your career goals, we hope you will apply. Applicants from diverse backgrounds are encouraged.

## HOW TO APPLY

Qualified candidates should send a single document that includes a cover letter that clearly states how your skills align with this opportunity and a one-page resume. In the subject line, please write: "Programs Manager – application attached".

Send your application to [careers@sanctuarymentalhealth.org](mailto:careers@sanctuarymentalhealth.org). Candidates who meet posting and application requirements will be acknowledged.

Please visit [www.sanctuarymentalhealth.org](http://www.sanctuarymentalhealth.org) for more information about our organization.