



POSITION: Programs Lead

POSITION SUMMARY:

This fulltime position (37.5 hrs weekly) is based in Edmonton, Alberta.

Do you excel at coordinating impactful projects? ANFCA is seeking an experienced Programs Lead to oversee our provincial programs and projects. In this key provincial role, you will walk alongside our dedicated team to bridge strategic vision with hands-on program delivery. Grounded in relationship building, respect, and Indigenous values, you will guide the implementation of vital projects, meet funder deliverables, and support the growth and strength of ANFCA and Friendship Centres across Alberta.

CANDIDATE PROFILE:

The successful candidate will have the following:

- **Education & Work Experience:** Post-secondary background in Non-Profit Management, Social Work, Public Administration, Communications, or a related field, or an equivalent blend of lived experience and professional practice.
- **Minimum 3–5 years** of program administration and staff supervision within the non-profit or public sector.

KEY ACCOUNTABILITIES:

- **Program Strategy & Proposal Development**
 - Program Oversight & Strategy: Oversee and direct the end-to-end design, execution, and continuous evaluation of assigned programs to ensure direct alignment with program goals and high impact outcomes.
 - Proposal Development & Research: Conduct targeted research and data collection to inform evidence-based reporting and drive successful grant, proposal, and funding applications.
- **Data Collection and Reporting:**
 - Progress & Performance Reporting: Design clear reporting templates, comprehensive progress reports, presentations, and communication materials to synthesize data, track project milestones, and effectively share outcomes with leadership, funders, and community partners.
- **Team Supervision & Mentorship:**
 - Supervise and mentor project coordinators, fostering a collaborative, supportive, and high-performing team environment
- **Technical & Administrative Proficiency:**
 - Demonstrated skills in grant reporting, program evaluation models, and digital collaboration platforms (e.g., MS Teams)
- **Resource & Budget Management:**
 - Collaborate with ANFCA leadership to develop, monitor, and manage program budgets to maximize resource efficiency.

CORE COMPETENCIES AND ATTRIBUTES:

Project & Organizational Proficiency: Proven expertise managing complex, multi-faceted projects; highly organized with sharp attention to detail, strong prioritization skills, and a track record of meeting tight deadlines.

Proposal Development & Funding Growth: Lead end-to-end grant writing and funding submissions, working alongside team and community partners to identify opportunities, align with funder priorities, and secure sustainable program resources.

Strategic Analysis & Sound Decision-Making: Strong analytical thinker capable of objectively assessing emerging issues, solving complex problems creatively, and taking decisive, accountable action.

Relational Leadership & Community Engagement: Approachable and relationship-focused; excels at building trust, cultivating positive partnerships with member Friendship Centres and diverse stakeholders, and facilitating impactful presentations.



Versatile & Tailored Communication: Exceptional written, verbal, and presentation skills, with a proven ability to tailor complex messaging effectively for varied audiences.

Professional Integrity & Autonomy: Highly self-motivated, collaborative, and capable of working independently while maintaining strict confidentiality and exemplary professional standards.

Technical Proficiency & Mobility: Intermediate to advanced skills in Microsoft Office (Excel, Teams) and digital collaboration tools; willing and able to travel as required.

Commitment: Demonstrated commitment of understanding of both the Friendship Centre Movement and the rich and diverse Indigenous cultures that are present in Alberta.

COMPENSATION:

The compensation for this position will be competitive and commensurate with experience, aligning with the Alberta Native Friendship Centres Association's commitment to attracting passionate and skilled individuals. Specific details regarding salary and benefits can be discussed during the hiring process.

TO APPLY:

Please submit:

- A cover letter outlining your interest, experience relating the position, understanding of urban Indigenous community, and mentorship style.
- A current resumé highlighting your relevant experience.

Please submit your resume and cover letter to ea@anfca.com with 'Programs Lead' in the subject line.

Please note: Due to the sensitive nature of this work and as an employee of ANFCA, the successful candidate will be required to undergo a criminal record check and vulnerable sector screening.

ANFCA is an equal opportunity employer and encourages applications from all qualified individuals. We are committed to creating a diverse and inclusive workplace. ANFCA is committed to having a team that reflects the communities in which we and our member Friendship Centres live and work. As an Indigenous organization, we focus our efforts on recognizing the diverse talents that will drive our organization forward and we respect and value the broadest range of experiences, genders, ethnicities, and perspectives as key elements of our culture.

APPLICATION DEADLINE: This opportunity will remain open until a suitable candidate is found.