



RADIUS

A Social
Innovation Hub

RADIUS SFU
SFU Beedie School of Business
200 – 308 West Hastings St
Vancouver, BC V6B 0P7

www.radiussfu.com

Education & Training Programs Manager

- Pay Scale: \$69,000-\$75,000 per annum
- Contract dates: September 2019 – March 2020, with expectation of continuation
- Location: RADIUS, 200-308 West Hastings Street, Vancouver, BC

Position Summary

The Education and Training Programs Manager assists with developing the overall strategy and engagement for the RADIUS Education and Training Portfolio. Reporting to the Associate Director, Education and Training, the Manager provides day-to-day leadership within the portfolio; provides administrative and management support to the supervisor; and helps ensure that the four programming areas within the portfolio (curricular, co-curricular, RADIUS Fellowship, and Fee for Service) have the desired reach, impact, and quality of experience within the resources available. The successful Education and Training Programs Manager will be proactive in understanding and applying a justice, equity, diversity, and inclusion (JEDI) framework to all aspects of their scope of work.

Duties and Responsibilities

1. Education and Training cross-portfolio activities:
 - Seeks out and reconciles the input from the program and project leads to include within the portfolio's strategic planning, resource allocation, and decision-making processes.
 - Ensures completion of accurate and timely collection of metrics and participant anecdotes across the various programs, and works with program and project leads to manage towards achieving targets.
 - In collaboration with the RADIUS General Manager, leads hiring, onboarding, and other HR processes for staff and contractors involved in delivery of programs or projects under this portfolio.
 - Prepares financial analyses and cost projections for the development of the Education and Training portfolio's budget
 - Builds and maintains the necessary relationships, both internally (within SFU) and externally, in an effort to enhance the reach, impact, and revenue-generation potential of the programs and projects.
 - Develops, manages and nurtures funder/sponsor and partner relationships.
 - Contributes to project scoping, proposal writing, relationship management, and reporting to confirmed funders.

2. Curricular Opportunities for SFU Students:
 - Ensures well-planned and successful recruitment and selection processes - including the inclusion of Indigenous and racialized communities - for Change Lab programs, in collaboration with the RADIUS Communications Engagement and Recruitment Officer, the RADIUS Engagement Coordinator, the Change Lab instructors, partner departments' communications representatives, and others).
 - Manages instructor and course scheduling activities, in coordination with the relevant SFU departments.
 - Liaises with partners to collaboratively decide on programmatic theme(s), key stakeholders, venue selection, and budgets.
 - Manages evaluation and reporting; interpreting statistical analyses and making recommendations based on findings.
 - In collaboration with the Associate Director, Education and Training and other relevant stakeholders, provide recommendations regarding the scoping and development of new opportunities.
3. Co-Curricular Opportunities for SFU Students:
 - Manages the work of the RADIUS Engagement Coordinator with respect to: the Social Innovation Seed Fund; student-focused events, workshops, and competitions; and student internships with regular check-ins, input, advice, and guidance.
 - Liaises with Embark Sustainability's Executive Director regarding yearly contributions, partnership agreements, financial exchanges, and general partnership planning and evaluation.
 - Contributes to the relationship building, planning, and delivery of activities aimed at increasing student changemaking activities at SFU.
4. RADIUS Fellowship:
 - Manages the appropriate hiring of staff/contractors for the successful delivery of the program.
 - Ensures the program leads manage towards delivery of the program goals within the budget constraints.
5. RADIUS Custom Training and Facilitation:
 - Where suitable, participate in the scoping, contracting, planning and delivery of new projects.
6. Contributes to organization-wide priority-setting, coordination, and management:
 - Participates in RADIUS' annual planning processes, KPI and goal setting, metrics collection and other evaluation and reporting, managing the various program and project budgets and needs within the broader organizational context.
 - Initiates and supports process, protocols, and policy refinement.
 - Attends and contributes to various meetings, including regular team meetings, the RADIUS facilitators Community of Practice (where relevant), RADIUS Braintrusts, bi-annual retreat, Justice, Equity, Diversity, and Inclusion (JEDI) meetings and workshops, and others.

Impact of Decision Making

Makes decisions regarding:

- Defining objectives, outcomes, and resource allocation across the Education & Training portfolio
- New strategic partnerships
- Selection of program/project leads, service delivery partners, and cohort participants
- Design of program communication materials for the purpose of recruitment/engagement
- Design of knowledge mobilization products and dissemination strategy
- Compilation of metrics, anecdotes, images, and other content for the purpose of program evaluation reports, both for funders/sponsors and for public consumption.
- General content for departmental communications
- Execution of other RADIUS Education & Training portfolio strategies within approved budgets, and within the required tracking, evaluation, and reporting requirements

Qualifications

A Master's degree in a related field (i.e. Education, Business, or commensurate) and 2 years of related experience that may include: teaching and curriculum development; facilitation, program/project management, business development, running one's own (social) enterprise, student engagement, or equivalent.

- Active and intersectional understanding of justice, equity, diversity, and inclusion (JEDI) and its systemic impacts on social innovation. This includes a commitment to anti-discrimination towards race, gender, ability, sexuality, religion, and class;
- Demonstrated skills in implementing and advancing a JEDI framework to operations/HR, program development, recruitment, and delivery;
- Strong personal commitment to social innovation, social entrepreneurship and/or sustainability, a willingness to work with and through both the business and higher education sectors to affect change, and a deep interest in education and training as an intervention point.
- Knowledge and experience with leading-edge adult education teaching and learning approaches, intra/entrepreneurial concepts, human-centered design, leadership development, and group convening practices.
- Teaching/facilitation experience with diverse groups of participants, and proven ability to engage cohorts for individual and collective development using an intersectional lens;
- Program development and/or management experience;
- Strong relationship building and people-management experience;
- Strong written and verbal communication skills;
- Strong computer/tech skills, with the ability to quickly adopt new platforms (eg. Asana, Slack, etc.);
- Detail-oriented, with excellent organizational skills;
- Consultative and team oriented; and
- Bias to action, entrepreneurial mindset and comfortable in a fast-moving environment.

How to Apply

Apply by sending your CV and cover letter as one file to hr@radiussfu.com by midnight on Wednesday, August 14, 2019. Please note that we will be contacting shortlisted candidates only.

RADIUS SFU is committed to creating a just, equitable, diverse, and inclusive workplace for all. We believe that social innovation is demonstrated through rich and deeply rooted experiences and collaborations with diverse communities. We strongly encourage racialized, Indigenous, and LGBTQAI2+ people to apply for the role.

About RADIUS

RADIUS is a social innovation hub based at the Beedie School of Business at Simon Fraser University. RADIUS envisions a transformed economy that is dynamic, just, sustainable, and resilient. In order to get there, we collaboratively build the capacity, networks and solutions needed to respond to complex social and economic challenges. As part of this mission, RADIUS delivers cohort-based programs to entrepreneurs and innovators at various phases of exploration, launch, and growth.

RADIUS SFU respectfully acknowledges that SFU is on the unceded ancestral and traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Səlíl̓wətaʔ (Tsleil-Waututh), q̓íçəy̓ (Katzie), and kwikwəḷəm (Kwkwetlem) Nations.