



Job Title: Manager, Read to Me

Department/Program: Read to Me Program, Healthy Populations & Provincial Initiatives

Type of Employment: Permanent Hourly FT (100% FTE) x 1 position

Req ID: 39147

Union Status: Management, Management/Non Union Bargaining Unit

Compensation: \$29.4274 - \$36.7844/hour

Posting Date: August 16, 2019

Closing Date: September 2, 2019

Start Date: ASAP

The IWK Health Centre is an internationally recognized and respected academic health sciences centre located in Halifax, Nova Scotia, providing tertiary and primary care for two million women, children, youth and families across the Atlantic region. The IWK is committed to a workplace where our staff, physicians, learners and volunteers reflect the patients, families and communities that we serve. We seek and encourage applicants who reflect our broad diversity, and we are committed to reducing barriers to employment and career growth.

Position Summary

Reporting to the Director, Healthy Populations & Provincial Initiatives, the Manager for the Read to Me Program is responsible for the development, implementation, and evaluation of a province-wide, early literacy program based at all hospitals in Nova Scotia that provide maternal newborn services. The Program provides a bag of books and parent resources to approximately 9,000 families a year. The Read to Me Manager will support the mission of the Read to Me program, to motivate and empower every family in Nova Scotia to read, talk and sing to their baby.

The Manager builds effective relationships with early literacy stakeholders at all levels within library, health, education and social sectors, relevant agencies, academic institutions, researchers, and other literacy stakeholder groups and associations, to facilitate collaborative efforts to improve early literacy as a key determinant of health. The Manager works with staff, volunteers and partners to select, source and develop program materials and ensure delivery to the family of every baby born in Nova Scotia. The Manager advocates for early literacy at various local, provincial, national and international tables following established processes. The Manager will source potential grants to support the Read to Me program and will work with the Read to Me Foundation Inc. Board to identify potential funding sources.

The Manager effectively uses consensus building processes, facilitation skills, knowledge translation, evidence-based decision-making and sound financial management and human resource practices, to lead the program in achieving its strategic directions and mandate, in collaboration with the Advisory Council.

Hours of Work

Monday to Friday; 37.5 hours weekly

Qualifications

Bachelor's degree in Library and Information Science, Publishing or Education from a recognized university. Master's degree in a related field, e.g. Literacy, preferred. An equivalent combination of education and experience may be considered.

Must have a valid driver's license

Minimum of 5 years' experience in the field of early literacy, or early childhood development and language acquisition, working collaboratively with partners and stakeholders

Minimum of 3 years' management/leadership experience, including financial and human resources management

Demonstrated knowledge and experience developing grant proposals

Demonstrated knowledge of the Children's literature and publishing

Demonstrated ability to work with, and respond to the needs of diverse communities

Demonstrated presentation, facilitation and public speaking skills

Demonstrated professional writing and editing skills

Demonstrated marketing experience using a variety of media

Demonstrated strong verbal and written communication

Demonstrated experience and ability to lead and work collaboratively and effectively with partners and stakeholders in the field of early literacy

Demonstrated experience in strategic planning, program development, evaluation and change management

Excellent organizational, time management and problem-solving skills

Demonstrated knowledge of quality management and improvement

Proficiency in Microsoft computer applications and social media

Minimum of 2 years' experience working with a non-profit organization preferred

Demonstrated knowledge and experience with fundraising preferred

Thank you for your interest with the IWK Health Centre.

To apply for this position as an internal employee, click [here](#).

To apply for this position as an external employee, click [here](#).

Please Note: Applications are accepted until 11:59 PM on the Closing Date.