



Employment Opportunity

Overly Creative Minds (OCM) Program Manager

Posting Closes August 11, 2025 @ 5:00pm

Who we are?

UNYA has been supporting the health and wellbeing of Indigenous youth in the Metro Vancouver area for over 30 years. As a respected non-profit, charitable organization, we recognize Indigenous youth as experts in their own lives and strive to provide youth with programs and opportunities that are relevant and meaningful to them.

At Urban Native Youth Association (UNYA) we have developed a Philosophy of Care foundation, drawing from best practices. These philosophies are the grounding framework that shapes all of our decisions and every interaction we have with the youth we serve. Following these philosophies empowers our staff to meet youth where they are at, by giving them the ability to balance flexibility and structure. This allows us to meet our youth's needs, and ensure that our youth experience a consistent quality of care across all UNYA programs. Our 5 key philosophies are:

- Trauma-Informed Practice
- Harm Reduction Practice
- Culture as Therapy
- Two-Eyed Seeing
- Youth/Person Centered Practice

Highlights of this opportunity:

As a member of the Overly Creative Minds (OCM) team the Program Manager is responsible for the effective day-to-day operations of the program, ensuring its success in supporting and empowering Indigenous youth between the ages of 11 – 24 years old through artistic expression. This role involves building and maintaining relationships with community organizations, partners, and facilitators, overseeing the OCM Youth Care Counsellor and Summer Student, as well as front-line youth work. The Manager is also responsible for administrative tasks such as program promotion, compiling statistics, writing reports, and managing and reporting on the program's budget. The Program Manager reports directly to the Director of Youth Engagement. This position is 40 hours per week and regular hours are Monday to Thursday 12pm - 8pm and Friday 9am - 5pm, however, these hours will be adjusted occasionally based on the needs of the program.

Qualifications and Conditions:

1. Educational experience: Bachelor's Degree in a relevant field, 2+ years of recent related experience, or an equivalent combination of education, training, and experience.
2. Experience developing and delivering diverse arts & culture and/or youth programming. Demonstrated knowledge and skills/certifications in these areas are strong assets.
3. Experience working with the Indigenous community, and engaging and working effectively with a diversity of Indigenous youth. Must demonstrate a good working knowledge of community resources in Vancouver, particularly youth & Indigenous-specific resources.
4. Knowledge and understanding of the family and social issues that Indigenous youth face today, including the generational impacts of the residential school system on families and communities. Must demonstrate an understanding of and willingness to participate in Indigenous protocols and practices.
5. Must demonstrate strong organizational, and written & oral communications skills – including the ability to prioritize and complete multiple tasks, compile accurate records, prepare reports, and undertake program evaluations.
6. Experience supervising staff and volunteers, and addressing and resolving conflicts that may arise in the workplace.
7. Good working knowledge of Adobe Acrobat and the Microsoft Office suite; experience with any other multimedia, photography, music, and arts-related software and/or programs is an asset.
8. Must demonstrate the ability to identify with mandate, policies and procedures of the organization.
9. Must have a criminal record check completed by and satisfactory to UNYA.
10. Proof of Covid-19 vaccination will be required.

11. Given the needs of the youth accessing our programs, priority will be given to qualified Indigenous, First Nations, Metis, Inuit candidates as per section 41 of the Human Rights code.
12. A valid BC Driver's License, and ability to provide a Drivers Abstract, is an asset.
13. FoodSafe and First Aid certification are assets.

Duties and Responsibilities

1. Develop, implement, and oversee the day-to-day operations of the OCM Program.
2. Ensure the program aligns with its mission and goals, providing a safe and inclusive space for Indigenous youth to explore and express themselves through art.
3. Create a safe space for all youth and staff by responding to behaviours and situations through a trauma-informed lens, modelling respectful behaviour, and through thoughtful and fun interactions with staff and youth. Adhere to UNYA's Philosophy of Care, and all program-specific and organization-wide policies and procedures.
4. Directly engage with youth, providing leadership, support, mentorship, and crisis intervention to empower them to navigate challenges and build resilience. Positively participate in programming and activities in order provide a positive role model experience for youth.
5. Work closely with other front-line workers, program managers, and external partners to ensure a holistic and coordinated approach to youth support.
6. Cultivate and maintain strong relationships with a wide range of community organizations, partners, and facilitators to enhance program effectiveness and broaden its impact. Continually seek feedback from program participants in order to evaluate OCM programming and frequently provide youth with new opportunities and experiences.
7. Oversee and guide the OCM Youth Care Counsellor within the program, providing coaching, support, and professional development opportunities. Supervise OCM Summer Students as required.
8. Foster a positive and collaborative work environment that encourages creativity, teamwork, and growth.
9. Organize and attend community events, workshops, and outreach activities to promote the program's impact and garner support.
10. Adapt and refine program activities based on community needs, feedback, and changing circumstances.
11. Develop and manage the program budget, ensuring responsible and efficient use of resources, as well as monitor expenses, track financial transactions, and submit accurate and timely financial reports.
12. Perform other duties as assigned by the Director of Youth Engagement.

What we offer:

- Salary of \$69, 529.17/year
- 40 hours a week
- Comprehensive Benefits package
- Vacation, Sick, Agency and Wellness days
- Access to our Employee Assistance Program (EAP) which consists of no-cost counselling services to UNYA staff
- Support from UNYA's Elder in Residence for cultural and spiritual guidance or teachings
- Monthly Staff development

How to apply:

If you would like to become a part of this tremendous team, send a **cover letter and resume** indicating the position you are applying to the attention of the Director of Operations at reanne.percival@unya.bc.ca. *Posting will close **August 11, 2025 at 5:00pm***. Only those shortlisted will be contacted.

***We are an **Indigenous** youth organization whose mandate is to provide meaningful opportunities for Indigenous youth. We encourage qualified Indigenous, First Nations, Metis, and Inuit applicants to apply. If you identify as Indigenous, please let us know in your application! Only shortlisted candidates will be contacted.

*UNYA acknowledges that we are gathered on the ancestral, traditional and unceded territories of the Coast Salish Peoples, including the territories of the **xʷməθkʷəy̓əm** (Musqueam), **skwxwú7mesh** (Squamish) and **sel̓ilwítulh** (Tseil-Waututh) Nations. We are honoured and grateful to be able to do our work on this land.*