

MANY VOICES. ONE PURPOSE.

safe communities free from sexual violence

Employment Opportunity

Manager of Programs & Initiatives

Full-Time | 35 hours/week

Calgary Preferred | Hybrid Work-from-Home and In-Office Schedule

The [Association of Alberta Sexual Assault Services \(AASAS\)](#) is seeking a relationship-oriented and results-driven individual to fill the position of Manager of Programs and Initiatives.

Organizational Overview

The Association of Alberta Sexual Assault Services (AASAS) is a provincial nonprofit organization that strengthens and coordinates specialized sexual violence and trauma specific services across Alberta. As a provincial association, AASAS brings together a network of member organizations working toward a shared purpose: safe communities free from sexual violence. AASAS fosters collaboration and knowledge sharing, leads provincial initiatives, and mobilizes insights from sexual assault services to inform policy, funding, and system responses. Through this work, AASAS strengthens sector capacity, increases awareness and understanding of sexual violence, and improves access to specialized services across the province.

Manager Duties and Responsibilities

Reporting to, and working in close collaboration with, the Co-Chief Executive Officers, the Manager of Programs and Initiatives oversees the coordination and implementation of AASAS's programs, initiatives, and special projects. The Manager works with staff to develop and maintain workplans, monitor progress, and ensure activities remain aligned with AASAS strategic priorities and annual operations plans.

The role supervises key program and project staff and contractors and strengthens coordination across AASAS activities. This position also plays an important role in fostering a collaborative, supportive workplace culture.

Staff Leadership and Development

- Support staff in developing clear workplans, priorities, and timelines aligned with AASAS strategic priorities and Annual Operations Plans.
- Provide ongoing coaching, mentorship, and problem-solving support to staff.
- Conduct regular supervision meetings and annual performance reviews.
- Foster a supportive, respectful, and collaborative team environment grounded in AASAS values.
- Model AASAS's commitment to anti-oppressive, trauma-informed, and equity-informed practice in leadership and supervision.

Programs and Initiatives Oversight

- Oversee the planning and implementation of programs, initiatives, and special projects aligned with organizational priorities.
- Monitor progress, timelines, and deliverables, identifying risks and supporting problem-solving as needed.
- Review and approve key project deliverables, ensuring quality and alignment before submission to the Co-CEOs.

Organizational Coordination and Planning

- Support cross-team collaboration and communication across projects and initiatives.
- Coordinate the work of contractors involved in projects and initiatives.
- Identify opportunities to improve team processes, workflows, and internal coordination.
- Support development and implementation of the Annual Operations Plan and prepare bi-monthly progress reports for the Co-CEOs and Board.

Member Engagement and External Relations

- Build and maintain effective working relationships with AASAS member organizations.
- Engage with sector partners, committees, and working groups as relevant to the role.

Financial and Administrative Oversight

- Monitor program expenditures and flag potential variances or risks.
- Support preparation of grant applications, reporting, and funder compliance requirements.
- Support implementation of AASAS's evaluation framework and continuous improvement processes.

Qualifications and Skills

- Undergraduate degree in a relevant discipline (e.g., social sciences, human services, community development, nonprofit management, project management, or business

administration); an equivalent combination of education and experience will be considered.

- Minimum three years of progressively responsible experience in program coordination, project management, or organizational leadership.
- Demonstrated experience supervising and supporting staff, including coaching, mentoring, and performance management.
- Strong project management and organizational skills, including experience coordinating multiple initiatives, developing workplans, and monitoring progress.
- Skilled facilitator capable of managing group dynamics, guiding discussions, and synthesizing information in real time.
- Excellent written and verbal communication skills, with the ability to produce high-quality written materials for varied audiences, including funding reports.
- Experience working with First Nations, Métis, and Inuit peoples and equity-deserving groups, demonstrating respect for Indigenous rights and equity principles.
- Commitment to anti-racist and anti-oppressive practices, with a willingness to engage in ongoing learning and reflection.
- Knowledge of sexual violence, trauma impacts, and their effects on individuals, families, and communities.
- Understanding of or experience in sexual violence service delivery is considered an asset.
- Strong computer skills, including proficiency in Word, Excel, and PowerPoint.

Full Time Position: this is a full-time ongoing position (subject to continued grant funding).

Salary Range: \$66,000 – \$78,000 + Benefits

How to Apply

Please send a resume and cover letter to mailbox@aasas.ca by Wednesday April 22, 2026 at 5:00pm.

AASAS is committed to equity, inclusion and belonging and strives to ensure that our staff team reflects the diversity of Albertans impacted by sexual violence. In accordance with our racial equity organizational change objectives and the current compositional needs of our Staff, we particularly encourage applications from individuals who self-identify as Black, racialized, or Indigenous (First Nations, Metis, or Inuit). We invite (but do not require) members of these groups to self-identify as such in their cover letters.

Application Deadline: April 22, 2026

Interviews will take place during the week of April 27 – May 1, 2026. We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process.

Ideal Start Date: on or before June 1, 2026