

Role: Programs Director

Permanent, Full-Time, On-Site (Downtown Eastside, Vancouver, BC)

Apply by Friday, July 24 at 11:59pm.

At Promise Vancouver, we create opportunities for children and youth to participate in cycles of growth, leadership, and belonging right in their own community. Children in grades 1-4 and preteens in grades 5-7 participate in engaging, relationship-based programs that help them know and believe they are valuable and loved. Teens in grades 8-12 take on opportunities to lead in a supportive environment: mentoring younger children as employed [Young Leaders](#) and learning valuable leadership skills.

The Programs Director oversees Promise Vancouver's entire program mix to ensure it is effectively meeting the needs of children, youth, and families. This role combines strategic and on-the-ground leadership with operational management and staff oversight. Working closely with the Executive Director as part of the leadership team, the Programs Director refines program quality, strengthens team cohesion, and fosters a healthy, relational, and community-focused culture. This is an exciting opportunity for a hands-on leader to expand the impact of social programs for a diverse community.

About Promise

Promise Vancouver is a registered charity serving Vancouver's Downtown Eastside, focused on helping children and youth know they are valuable and loved. Our approach, "Reach a Child, Raise a Leader, Restore Community," is realized through long-term relationships and intentional, trauma-informed, non-religious programs.

Inspired by the life and teachings of Jesus Christ, our organization is rooted in the Christian tradition of loving all people with compassion, dignity, and hope. We create safe and welcoming spaces where young people of all backgrounds and identities can feel seen, supported, and empowered. We encourage staff to bring their whole selves to this work – including the beliefs, values, and sources of purpose that sustain them – as they contribute their professional expertise in service of our shared mission.

Core Responsibilities

A. Program Oversight & Execution

- Lead and be involved in day-to-day operations of year-round out-of-school programs, ensuring program quality, consistency, and effectiveness.
- Develop, execute, and evaluate program growth strategies to expand reach and impact while maintaining relational integrity.
- Foster a safe, welcoming, inclusive, trauma-informed environment for children and youth, particularly Indigenous and marginalized families.

- Remain present and hands-on in programming, building trust with participants and families.

B. Staff Support & Development

- Provide overall leadership for program staff, ensuring alignment with program goals and organizational strategy.
- Provide coaching, training, supervision, accountability, and performance evaluation.
- Ensure staff are equipped to focus on Young Leader development, empowerment, and mentorship.
- Handle crises as they arise, ensuring the safety and well-being of all participants and staff, with support from the Executive Director as needed.

C. Operational & Administrative Duties

- Develop, manage, and monitor program budgets and resources, ensuring financial accountability and alignment with organizational priorities.
- Implement operational systems, policies, communication structures, and safety protocols.
- Define program goals and outcomes, monitor performance data, and translate insights into reports and strategic recommendations for leadership and funders.
- Build, steward, and maintain strategic relationships with community partners, schools, and service providers to strengthen program delivery and long-term impact.
- Manage essential HR functions, such as processing payroll hours for program staff and Young Leaders, creating and maintaining staff schedules, and facilitating recruitment, hiring, and onboarding workflows.

D. Young Leaders Program Leadership

- Oversee the Young Leaders Program (recruitment, training, scheduling, coaching, and evaluation).
- Ensure full integration of the Primary, Preteen, and Young Leaders programs.
- Support teens through employment development, mentorship, and coaching.
- Design and facilitate bi-weekly team nights and workshops that develop Young Leaders' practical skills, confidence, and connection.

E. Co-Leadership Triad Responsibilities

- Serve as a senior organizational leader contributing to the setting and execution of organizational priorities.
- Engage in cross-functional decision-making for the good of the organization.
- Contribute to and help execute strategies related to organizational sustainability, growth, and long-term impact.

Qualifications & Strengths

- Bachelor's degree in education, social work, child development, or related field, or equivalent experience
- Minimum 3 years of program management experience, preferably serving vulnerable populations
- Demonstrated experience leading, supervising, and developing staff teams, including performance management and accountability
- Strong understanding of trauma-informed care, Indigenous realities, and barriers faced by low-income families
- Excellent organizational, problem-solving, and leadership skills, with the ability to manage operational, administrative, and strategic responsibilities
- Strong communication and interpersonal skills, with the ability to build meaningful relationships with children, youth, families, and community partners
- Charismatic, relational, and hands-on leadership style with a passion for developing young people
- Ability to navigate complex situations with calmness, cultural awareness, and professionalism
- Team-oriented leader with a commitment to excellence, accountability, and high standards in program delivery
- Deep passion for making a difference in the lives of children, youth, and families in the Downtown Eastside

Traits We Value

- **Humble** – teachable, grounded, and open to growth
- **Warm** – relationally attuned, showing genuine compassion
- **Joyful** – curious, playful, and energized by mentoring youth
- **Servant-hearted** – willing to work hard and support the team wherever needed
- **Empowering** – helps others grow and reach their potential
- **Steady** – calm, resilient, and able to handle complexity
- **Relational** – builds trusting connections with children, youth, and staff
- **Committed** – passionate about equity, reconciliation, and community-rooted work
- **Dedicated** – loves working with youth while strengthening programs and teams

Compensation & Benefits

- Salary range: \$75,000 to \$80,000, commensurate with experience
- Comprehensive extended health benefits package, fully covered by the organization
- Meaningful, purpose-driven work in a supportive and collaborative team environment

Want to know more about the job? Are you ready to apply? Send your cover letter and resume to Executive Director, Ricky Lee at ricky@promisevancouver.ca.