



## **Job Description: Program Manager**

**The Saskatchewan Economic Development Alliance (SEDA) is currently seeking a Program Manager to oversee provincial delivery of a new program supporting the growth of small businesses by making the adoption of digital tools and technologies easy and accessible.**

The program will also support the skills development of young adults who will be hired to support eligible businesses in implementing digital enhancement strategies.

This is a unique opportunity to support skills development in young adults as well as contribute to the resilience of our small business sector. The successful candidate will work with one of Canada's most innovative economic development programs Digital Main Street.

SEDA is working with four other organizations to deliver the program in Saskatchewan:

- Saskatchewan Polytechnic
- Digital Main Street/TABIA
- Saskatchewan Regional Economic Development Authority
- Economic Development Regina

### **Responsibilities**

#### **Relationship Management/Partner Engagement:**

- Partner Engagement: Consistently engage with the partnership management team, to ensure an accurate and successful rollout of the program across Saskatchewan.
- Stakeholder Engagement: Consistently engage with stakeholders in Saskatchewan to market the program.
- Funder Accountability: Management of funding agreements, including monthly and quarterly reports; financial reconciliation and submission of claims to the funder.

#### **Oversight of the Saskatchewan Program**

- Working with staff, partner representatives and contract personnel to successfully market and implement the program.
- Collaborating with program partners and other affiliated to ensure recruitment, training, and onboarding of young adults is successful.
- Working with the team to ensure quality assurance through ongoing feedback and program review.
- Management of the overall project budget including managing cash flow, monitoring of expenses and funding disbursements.

**Program Planning, Measurement and Evaluation:**

- Working with staff and representatives of the partnership to develop a program delivery plan and to ensure overall program targets are met.
- Maintain a project plan for all aspects of the program to ensure targets and budgets are met.
- Working with the develop and monitor analytics, data and feedback on the program to mitigate challenges and ensure performance targets are met.
- Working with the Saskatchewan program partners to ensure quality assurance through ongoing feedback and program review.

SEDA is seeking a qualified applicant that can demonstrate the following:

- Have a minimum of 3-5 years of experience in Project Management and can keep a complex program moving on time and on budget.
- Have experience in program development, measurement, and evaluation.
- Have a proven track record of managing multiple stakeholders and relationships.
- Possess strong communications skills (both written and verbal) and interpersonal skills.
- Ability to communicate in both official languages is considered a strong asset.
- Be familiar with digital technologies for small businesses (e.g.: web, social media, e-commerce, etc.) and the retail innovation landscape.
- Have leadership experience – has supervised a large team, collaborated in a remote team environment.
- Possess excellent organizational and time management skills.
- Previous experience working with small businesses is considered an asset.

The Program Manager will work from SEDA's Saskatoon office.

This is a one-year contract. Pending performance review, there is the opportunity to renew this contract for two additional years.

Interested applicants are invited to submit their resume by 5 pm February 28, 2022, to:  
SEDA, PO Box 113 Saskatoon SK S7K 3K1  
Via email: Verona Thibault, CEO, SEDA at: [seda@seda.sk.ca](mailto:seda@seda.sk.ca)

Only candidates selected for an interview will be contacted.