

**Manager, Youth Programs & Education**  
**Permanent, Full-time**  
**UWCA Job Grade 6**

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for a Manager, Youth Programs & Education to join our Transformation team.

Reporting to the Director, Children & Youth Strategies, the Manager, Youth Programs & Education provides leadership for school-based prevention and youth-focused programming, including All In for Youth and the school-side implementation of Planet Youth. In addition to driving innovation and equity-centered design within schools, the Manager contributes to portfolio-wide alignment, fiscal stewardship, and collaborative strategy across the Children & Youth initiatives. The role also supports integration across community partnerships, internal teams, and sector leadership efforts. This position may occasionally require evening or weekend work to support community events, workshops, or engagement activities.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

**What you will do**

- Lead equitable, prevention-based school programming aligned with system-level priorities.
- Guide school-based innovation pilots using the Learn Forward design cycle.
- Use data, youth feedback, and school insights to iterate and improve programming.
- Supervise and support Education & Youth Programs Strategist.
- Develop capabilities through appropriate feedback, goal setting, and growth opportunities.
- Represent the school-side of the portfolio in cross-functional strategy development.
- Facilitate or co-facilitate strategic conversations, community engagement processes, and collaborative planning efforts across sectors.
- Build and steward high-trust relationships with community leaders, agencies, and system-level collaborators to advance shared goals and collective action.
- Collaborate with Manager, Community & Family Systems to ensure continuity across school and community settings.
- Collaborate with internal teams to ensure alignment across youth-serving initiatives.
- Support project budgeting, stewardship, and strategic resource allocation in partnership with the Director.
- Coordinate with MarCom team to support community-facing communications and reporting.
- Report regularly to leadership and funders on outcomes, risks, and learnings from education and youth

programming initiatives.

- Participate in external sector tables and committees representing youth education priorities.
- Foster inclusive, responsive partnerships with schools and agency stakeholders.
- Explore opportunities to scale effective pilots into sustained school-based strategies across the system.
- Facilitate service mapping and partner alignment sessions to improve how families, youth, and communities experience supports.
- Apply service design principles—such as prototyping, testing, and iteration—to inform program improvements and collaborative decision-making.
- Work with evaluation teams to embed learning, track outcomes, and inform strategy adjustments.
- Collaborate with evaluation and data teams to develop, track, and report on key performance indicators
- Use program data to inform strategy, share learning, and adapt implementation.
- Play a leadership role in internal working groups and strategic planning related to youth outcomes.
- Support partnership development and storytelling for donor- and stakeholder-facing initiatives.
- On occasion, be available for evening or weekend work to support community events, workshops, or engagement activities.

## **What you will bring**

### **Experience:**

- Post-secondary education in a relevant discipline, combined with at least 10 years of progressive experience in service design, education, youth development, public service, or related fields—demonstrating increasing responsibility in program leadership, co-design, or cross-sector collaboration.
- Minimum 3 years of experience supervising staff, contractors, or cross-functional teams in collaborative or complex environments.
- Proven experience applying human-centered design and service design principles, including co-design, systems thinking, prototyping, and iteration, particularly in education or youth-serving contexts.
- Strong facilitation skills, with the ability to lead inclusive discussions, participatory design sessions, and collaborative planning processes with educators, students, and system partners.
- Demonstrated experience working with or alongside schools, youth-serving agencies, and multi-stakeholder education partnerships
- Proven project leadership skills, with the ability to work autonomously and take responsibility for delivering outcomes.
- Exceptional writing and communication skills for clear, credible, and persuasive reports, presentations,

and stakeholder materials.

- Commitment to equity, inclusion, and reconciliation, with experience embedding youth voice and lived experience into planning and program delivery.
- Comfortable working with data and evaluation findings to inform decision-making, storytelling, and program improvements.
- Experience in change management, school improvement, or program innovation is considered an asset.

### **Attributes:**

- A strategic thinker with the ability to take a systems approach and identify long-term opportunities to improve youth outcomes across education and community systems.
- Ability to create and implement work plans aligned with departmental goals, balancing strategic priorities with operational execution.
- Skilled at building and sustaining collaborative relationships with educators, students, school boards, youth-serving agencies, and internal teams.
- Demonstrated ability to lead co-design processes and facilitate inclusive engagement with diverse youth and adult stakeholders.
- Excellent interpersonal skills, including tact, cultural humility, and the ability to navigate complex educational and organizational contexts.
- Proven skills in financial stewardship, project management, and adaptive program evaluation.
- Ability to lead and thrive within a dynamic, learning-driven organization committed to equity and innovation.
- Resilient and resourceful, with a growth mindset and a strong orientation toward learning, iteration, and continuous improvement.

### **Work Environment**

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Our office is located in Calgary, and employees are expected to work in the office 3 days per week or as required. Effective September 1st, our mandatory days in office will be Tuesday, Wednesday, and Thursday. This balance allows us to foster a strong sense of community, facilitate teambuilding, and ensure we continue to deliver exceptional results together, while also offering the flexibility to work remotely on other days.

### **United, we make the biggest difference**

United Way is a not-for-profit organization that has played a vital role in our community for 85 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.



**United Way**  
Calgary and Area

### **Our Commitment to an Inclusive Culture**

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

### **To Apply**

Send **cover letter and resume by** 4:00 pm September 17, 2025 to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org)

Subject Line: Manager, Youth Programs & Education – Your Name.