

# Full job description

## AIDS New Brunswick, Program Manager Job description

Title: Program Manager, Based in Miramichi office

Updated: February 2026

Reference number: PPM-FEB-2026

**Reports to:** Executive Director (ED).

Time commitment: 40 hours per week

Language requirements: English and French essential

**Compensation:** To be discussed

**Group benefits:** 50% Employer contribution to Extended Medical Benefits after 3 months.

**Vacation:** 3 weeks paid leave per year (prorated)

### Job Purpose

To plan, organize, coordinate, track, report and development program delivery pertaining to prevention of STBBIs (sexually transmitted and bloodborne infections) in New Brunswick.

### Summary:

The Program Manager oversees the coordination and administration of all aspects of the agency's Infection Preventative and Harm Reduction Programs including planning, organizing, leading and controlling program activities. The PM is responsible for the overall management, resource development, volunteer training and supervision and evaluation of the agencies Harm Reduction and Infection Prevention Programs: the Needle Distribution Programs in Bathurst and Miramichi, Mobile Harm Reduction/Needle Exchange Program in Fredericton and surrounding areas, Northern Mobile Harm Reduction/Needle Distribution Service, Condom Distribution Program, Naloxone Distribution Program, Miramichi Healthbox.

### Primary Duties and Responsibilities

With the approval of the Executive Director and in collaboration with the other staff, the PM performs a wide range of duties including some or all of the following:

#### Plan the Program

- Plan the delivery of the overall Harm Reduction and STBBI Prevention Program and its activities in accordance with the mission and the goals of the organization;

- Develop new initiatives to support the goals of the program area;
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program;
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement;
- Develop funding proposals for the program to ensure the continuous delivery of services.
- Ensure that the Executive Director has been consulted and approved goals, objectives and delivery programs.

### **Organize the Program**

- Ensure that the program activities operate within the policies and procedures of the organization;
- Develop forms and records to document program activities;
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.

### **Staff the Program**

- Recruit, interview and select well-qualified program volunteers with the Executive Director's knowledge and approval;
- Ensure that the personnel files for the program are properly maintained and kept confidential;
- Engage volunteers for the appropriate program activities using established volunteer management practices;
- Ensure that all program volunteers receive an appropriate orientation to the organization and the programs;
- Staff and supervise positions in the AIDS New Brunswick Needle Distribution Programs in Miramichi, Fredericton and Edmundston.

### **Lead the Program**

- Ensure all the staff and volunteers receive orientation and appropriate training in accordance with organizational standards;
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with other departments to ensure effective and efficient program delivery;
- Coordinate the delivery of the services among different program activities to increase effectiveness and efficiency.

### **Control the Program**

- Write quarterly and annual reports on the program for management and funders;
- Ensure that all financial records for the program are up to date;
- Identify and evaluate the risks associated with the program activities and take appropriate action to control the risk;
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework;

- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate.

## **Qualifications**

### **Education**

University degree in Social Sciences/Nursing, Management certificate, Certification in Addictions and Mental health, Trauma Informed Practice and Non Violent Crisis intervention or other relevant experience, education and training

### **Computer Skills**

- Word processing
- E-mail
- cloud applications
- Shared calendar
- Database
- Internet
- Spreadsheets

### **Competencies & Skills**

- Client Service Orientation-a genuine desire to help or serve others in a non-judgemental atmosphere
- Commitment to learning-an interest in learning new things
- Effective communication-communicates effectively, openly and respectfully with other
- Flexibility-accepts need for flexibility and adapts to change
- Information seeking and sharing-goes beyond the obvious and seeks out information to share.
- initiative-a self starter who thinks ahead to act on future needs and opportunities
- Relationship/Network building-proactively builds relationships and networks that meet specific program needs
- Intermediate Planning and Organizing Skills-set priorities, develop a work schedule, monitor progress towards goals and track details, data information and activities
- Intermediate Harm Reduction and /or HIV/HepC knowledge
- Intermediate records and information management
- Intermediate ability to use office technology and applications
- Basic knowledge of Health and Safety procedures and training techniques
- Foundational project management
- Creativity/Innovation: Develop new and unique ways to improve operations of the program and to create new opportunities
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness

- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Experience**

- At least 5 years experience working collaboratively with staff, volunteers, and diverse stakeholders in a supervisory capacity.
- Sensitivity to the impact and role of society in issues related to poverty, indigenous and multicultural experiences, sexuality and gender identification, additions and health ( the social determinants of health)
- Working knowledge of relevant community resources
- Experience in the nonprofit sector
- Experience in an office environment
- Experience working independently
- Supervisory experience
- Language: Proficiency in both official languages.
- Other requirements: Valid and clean drivers license

### **Working Conditions**

- A combination of remote, office based and outreach team environment across 3 locations
- AIDS New Brunswick operates on a standard work week. There might be some weekend work.
- AIDS New Brunswick strives to implement a results oriented work environment

Job Type: Full-time

Pay: \$42,000.00-\$45,000.00 per year

Benefits:

- Casual dress
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- Paid time off
- Vision care

Language:

- English (required)
- French (required)

