

Senior Program Manager

Important: Application details are included in description below. Please follow the application instructions and submit directly to the Roundtable.

The Roundtable - a Canadian leader in leadership coaching and development - is growing and looking to add a full time Senior Program Manager to our team. Interested? Keep reading!

You're enthusiastic, highly organized and a great problem solver. You love big picture thinking while at the same time keeping your eye on the details. You anticipate needs and are exceptional at following through. You're tech savvy and you thrive in fast-paced environments where you can build your own structure as you go.

You have at least 3-5 years of program management and administration experience gained in a learning, leadership, human resources, or consulting environment. You have exceptional written and verbal skills. You can work independently but love collaborating with a team, reflected by your willingness to jump in and help at any time!

You're looking for an opportunity to make an impact, continue learning, and would be excited to contribute to the next phase of growth in our dynamic coaching firm. The values that we live by are: **Dream Big. Get Sh** Done. Make an Impact. Have Fun.**

Here's what you can expect to do with us as the **Senior Program Manager**,

Key Responsibilities include (but are not limited to):

- Program Management Processes/Procedures: Owning and managing, keeping an eye on the big picture, updating, training others, etc.
- Content Curation: Tracking key documents, creating better systems to manage our content library.
- Quality Control of Materials: Working with the programs and design teams to ensure content is updated as needed.
- LMS Ownership: Vendor coordination, working with delivery team liaison and updating as needed.
- Revamping Evaluation Process: Upgrading and standardizing our current approach to sharing program feedback with stakeholders.
- Tracking Program Stats and Trends: Working with Marketing to showcase results, liaise with case study candidates, helping with award submissions.

- Client Relationship Management: Includes all aspects of programming from contracting to final evaluation and everything in between.
- Liaising with Assessment Providers: Ensure we are current on latest offerings and communicating important updates to team members.

Skills

- Highly organized, detail oriented, and deadline focused.
- Able to manage multiple priorities and respond to shifting needs.
- Exceptional verbal and written communication skills.
- Proficient with project management tools such as Asana.
- Familiarity with LMS systems.
- Proficient in the use of Microsoft PowerPoint, Excel, Gmail, HubSpot.
- Experience in QuickBooks or similar bookkeeping software.

Work Experience

- Experience working in a fast-paced consulting environment.
- Experience providing exceptional client service in a business environment.

Educational Qualifications

- Educational background in project management, human resources, or general business administration preferred.

What we offer:

- A four-day work week (Tuesday to Friday).
- Unlimited vacation. We operate in a results only work environment (ROWE) where our biggest priority is getting the job done.
- The ability to make an impact in the business and with our clients. We're in a growth phase and are looking for you to put your stamp on new processes and tools.
- A fast-paced, innovative, yet supportive environment with room to grow and evolve your career.

TO APPLY:

Please include a cover letter indicating your interest. Please include your answers to the following in your cover letter or if you prefer by video, and submit along with your resume:

- This opportunity caught my eye because...
- I'd be great in this role because...
- I love program management as a field because...
- What I would bring to the Roundtable is...

Submit your application to careers@goroundtable.com.

About The Roundtable

We are on a mission to create better workplaces by helping leaders navigate change, disruption and growth. Our programs win awards. Our clients rave about their experiences with us. And our team loves our work. Visit our website to learn more. www.goroundtable.com

We are a woman-led organization and believe in diversity, equity and inclusion as well as truth and reconciliation. We encourage candidates to apply who share these commitments and who have a demonstrated capacity for creating inclusive organizations and working effectively across differences to support the success of an increasingly diverse clientele.

If this role, our values, and our organization sound like something you can relate to we look forward to hearing from you and seeing what phenomenal skills you'll bring to The Roundtable!