

Job Description Indigenous Screen Office

Position Title	Program Manager of Youth Training and Education	Job Type	Full Time
Reports To	Director of Funding Programs	Original Last Revision	July 2026 July 2026

The Indigenous Screen Office

The Indigenous Screen Office is an independent national advocacy and funding organization serving First Nations, Inuit and Métis creators of screen content in Canada. The ISO's mandate is to foster and support narrative sovereignty and cultural revitalization by increasing Indigenous storytelling on screens and promoting Indigenous values and participation across the sector.

The ISO is an exciting and growing organization with an Indigenous team currently located in Ontario, Quebec, British Columbia, Manitoba, and New Brunswick. ISO operates as a virtual office and applicants for this role can be based anywhere in Canada. ISO offers a comprehensive total rewards package designed to support employee wellbeing, financial security, and professional growth.

Purpose

The Program Manager of Youth Training and Education is responsible for managing funding programs and initiatives that support Indigenous youth training and education programs within the Indigenous Screen Office's (ISO) growing portfolio. The incumbent plays a key role in the development, implementation and continuous improvement of funding programs that align with the ISO's mission to support and develop Indigenous screen storytellers by increasing representation of Indigenous peoples throughout the screen industries.

Through strategic program management, stakeholder engagement, and continuous evaluation, the Program Manager helps ensure that funding initiatives are accessible, impactful, culturally responsive and reflective of the evolving needs of Indigenous youth and communities.

Key Responsibilities

Manage Funding Programs:

- Develop and implement policies, guidelines and processes to support the launch and ongoing administration of youth (under 35) training and education funding programs.
- Lead the planning, implementation, administration and continuous improvement of funding programs, ensuring they align with ISO's strategic priorities and program objectives.
- Develop project plans, timelines and key milestones to ensure the effective and timely delivery of funding initiatives.

- Monitor program budgets and expenditures, providing recommendations to support responsible resource allocation and financial accountability.
- Review and evaluate funding applications, providing fair, transparent and evidence-based funding recommendations to the Director and ISO team.
- Collect, analyze and report on program data and outcomes, identifying trends and opportunities to strengthen program design, application processes and reporting requirements.
- Develop internal reports and dashboards that communicate program performance, outcomes and emerging trends to leadership.
- Build and maintain collaborative relationships with funders, partners and stakeholders, ensuring funding agreements, reporting requirements and program deliverables are met.
- Monitor program performance and recommend improvements to enhance accessibility, effectiveness, participant experience and overall program impact.

Policy and Process Development:

- Develop and implement policies, procedures and safety requirements for organizations receiving ISO funding to deliver youth training and education initiatives.
- Collaborate with the Director and internal teams to develop, review and continuously improve funding policies, guidelines, and best practice, incorporating feedback from applicants, partners and stakeholders and responding to changes in the funding landscape.
- Ensure funding policies, processes and program requirements align with funding agreements, organizational objectives, industry standards and applicable legislative and regulatory requirements.
- Develop and implement strategies that promote equitable access to funding, increase representation and encourage participation from Indigenous youth, communities, and organizations that align with ISO's priorities.
- Monitor funding outcomes to identify gaps, barriers or inequities in program access and distribution, and recommend improvements to enhance fairness, accessibility and program effectiveness.

Community Engagement and Outreach:

- Collaborate with the communications team to develop and implement outreach strategies that increase awareness, accessibility and participation in ISO's youth training and education funding programs.
- Build and maintain meaningful relationships with Indigenous youth, communities, organizations, educational institutions, and industry partners to strengthen engagement and expand opportunities for Indigenous Screen Storytellers.
- Represent ISO at industry events, conferences, community gatherings, and networking opportunities to promote funding programs, share information and foster collaborative partnerships.
- Develop and deliver community engagement initiatives, including dialogue sessions, workshops, information sessions, webinars, panels and community

consultations to better understand the needs, challenges, and aspirations of Indigenous youth and the organizations that support them.

- Gather and analyze feedback from applicants, partners and community members to inform program development, improve service delivery and ensure funding initiatives remain responsive to community needs
- Support the development of a strong network and community of practice that reflects ISO's mission, values and commitment to Indigenous storytelling.

Assessment and Evaluation:

- Ensure a fair, transparent and merit-based assessment process for all funding applications, maintain consistency with ISO's policies, values and funding criteria.
- Recruit train and support assessment panel members to ensure a consistent, equitable and culturally informed evaluation process.
- Develop and implement monitoring and evaluation frameworks to measure program effectiveness, participant outcomes and the overall impact of funding initiatives.
- Establish and maintain quantitative and qualitative performance indicators to assess program success and inform continuous improvement.
- Analyze program data and funding outcomes, preparing reports for funders and recommendations leadership to support strategic planning and decision-making.
- Regularly review and refine assessment processes, evaluation criteria and reporting practice to ensure they remain responsive to organizational priorities, industry trends and community needs.

Strategic Support:

- Provide strategic advice and recommendations to the Director of Funding and the CEO to support the development, enhancement and long-term sustainability of youth training and education funding initiatives.
- Collaborate across departments to ensure a coordinated and integrated approach to supporting Indigenous youth and advancing opportunities within the screen industry.
- Monitor emerging trends, funding opportunities and best practices in the screen sector, education and workforce development to inform program planning and continuous improvement.
- Identify opportunities for innovation, partnerships, and program growth that strengthen Indigenous youth participation and representation throughout the screen industries.
- Perform other duties and responsibilities as assigned that are consistent with the scope and level of the position.

Core Competencies

Education and Lived Experience

- Post-secondary education in arts, communications, education, business administration or a related field, or an equivalent combination of education and relevant professional experience. Experience within Indigenous arts, media or cultural sectors is considered an asset;
- Three (3) to Five –(5) years of progressive experience in program management, funding administration, project management or a related field.
- Minimum of one (1) year of experience working within or in partnership with Indigenous communities, organizations or cultural environments;
- Experience working with Indigenous youth in education, training, mentorship or capacity-building initiatives within community-based settings
- Demonstrated understanding of the Indigenous context in Canada, including the opportunities and barriers affecting Indigenous youth and education initiatives.
- Proven experience managing funding programs, grants, or projects, including application review, program administration, and stakeholder engagement

Knowledge

- Demonstrated commitment to and understanding of ISO's mission, vision and values;
- Knowledge of not-for-profit funding practices, governance and grant administration;
- Knowledge of Indigenous youth training and education initiatives in Canada, including current priorities, challenges, and emerging trends within the arts, culture, media and screen industries;
- Knowledge of federal, provincial and municipal funding programs, including application, reporting and compliance requirements;
- Ability to develop funding proposals and program concepts by identifying opportunities, , defining objectives, and establishing measurable outcomes, and deliverables;
- Excellent interpersonal, relationship-building and stakeholder and engagement skills, with the ability to collaborate effectively with Indigenous communities, partners, funders and colleagues;
- Excellent written communication skills, including proposal writing, report preparation and policy development;
- Strong organizational, project management and time management skills, with the ability to manage multiple priorities and meet competing deadlines in a fast-paced environment;
- Proficiency with business technologies and data management systems, including CRM platforms, Microsoft Office, and Google Workspace;

Skills and Abilities

- Strong analytical and problem-solving skills, with the ability to interpret data, evaluate program outcomes and support evidence-informed decision making;
- Demonstrated professionalism, diplomacy, discretion, and sound judgment when working with confidential information and diverse stakeholders;
- Exceptional attention to detail with strong planning, organizational and time management skills;
- Demonstrated commitment to continuous learning, professional growth, and leadership development;
- Self-motivated with the initiative to contribute to a collaborative culture of learning, mentoring, knowledge sharing and innovation;
- Ability to foster positive, respectful and inclusive working relationships that support a healthy team culture;
- Ability to work independently while contributing effectively as part of a collaborative team.
- Fluency in French and English, or proficiency in an Indigenous language, is considered an asset.

Personal Attributes

- Excellent interpersonal and strong person-to-person relationship-building skills.
- Proven ability to exercise diplomacy and good judgment.
- Ability to commit to personal growth, development, and leadership opportunities.
- Ability to take initiative to participate in a culture of learning, mentoring, and sharing.
- Ability to contribute to building and being a part of a positive culture.

Conditions of Employment

- Satisfactory Criminal Record Check and Vulnerable Sector Check (if required).
- Valid Class 5 driver's licence and access to reliable transportation (if required).
- Ability to travel and work flexible hours, including evenings and weekends, as required.
- Legally entitled to work in Canada