



Shad2025 – Program Manager Posting

Must be available from June 1 - July 26, 2025

The ShadOnCampus Program runs Sunday, June 29 – Friday, July 25, 2025.

About Shad

At Shad Canada, our goal is to inspire youth from across Canada to solve problems and influence positive change in the world through STEAM and entrepreneurship. We believe that when young people are empowered to take risks and explore their potential, they go on to impact their communities in meaningful ways and inspire others to do the same.

Alumni of the program go on to create an impressive network of social innovators and industry leaders, putting the program's values into practice across a range of social and professional sectors in ways that facilitate lasting change.

About ShadOnCampus

ShadOnCampus is a transformational STEAM and entrepreneurship program in July for students in grades 10 and 11. During the immersive month-long program, students live on campus and participate in a real-world design challenge that prepares them to take on social and economic challenges. ShadOnCampus affords students an amazing opportunity to prepare for post-secondary education, participate in university-level lectures and labs and hear from professionals and knowledge keepers. The program runs from Sunday, June 29 to Friday, July 25, 2025.

About the Role

With 27 days filled with incredible lectures, workshops, and social events, the Program Manager (PM) plays a critical role in helping to plan and deliver a successful Shad program. The PM is the lead finance and logistics administrator of the Shad program and often plays the role of risk management coordinator, ensuring that all activities are carried out appropriately, with safety of the students as our primary concern.

The PM position provides a great opportunity for someone who enjoys working with people and numbers, is detail oriented, organized and problem solves effectively when unexpected situations arise.

In order to generate a transformational experience at Shad, the PM is highly involved in the pre-planning of the program. This opportunity runs from April – July (part-time from April – June, full-time as a live-in team member during the program in July).



What makes a great Program Manager?

Programs such as Shad thrive on diversity, organization and adaptability and the PM is a critical resource to the team to make it all run smoothly! A day in the life of a PM mainly involves:

1. Logistics & Event Planning
2. Risk Management
3. Financial Management & Reporting
4. Coordinating Workshops
5. Liaising with the University (e.g. conference services) and other external partners (transportation, catering, etc.)

Ideal candidates are mature, responsible and have or are pursuing a university degree. Familiarity with the programs and facilities of the University of Prince Edward Island will be considered a strong asset.

Successful applicants will have the following characteristics:

- Attention to detail and highly organized
- Demonstrated leadership qualities
- Excellent interpersonal and communication skills
- Experience planning & organizing events
- Financial literacy & ability to manage budgets
- Ability to problem solve effectively
- Effectiveness working in a team
- A 'Can-Do' attitude, with the ability to get things done!
- Reached the age of 18 years old
- Are legally eligible to work in Canada

What are the expectations for a Program Manager?

- The Program Manager is required to live on the University of Prince Edward Island campus for the duration of the program. Room and board is provided during the program
- The Program Manager is required to be involved in pre-program planning starting in April (part time work until the beginning of the program) and preliminary training sessions hosted by Shad Canada, and other organizations, as required
- Play primary role in managing program logistics and operations including trip planning, booking transportation, procuring equipment and supplies, scheduling of team members and facilities.
- Maintain accurate, complete and timely records of all program expenses and revenues. Create and submit required financial reports to Shad Canada on time.
- Ensure risk management frameworks and policies are being followed at all times within the program by team members and participants



Please note successful candidates will be required to have a Police Vulnerable Sector Check completed, the results of which must be acceptable to Shad in its sole and absolute discretion, and may need to hold current Standard First Aid and CPR certification prior to starting Team Member Training.

How do I apply?

In order to apply to be a Program Manager with Shad UPEI, please email charlene.vanleeuwen@upei.shad.ca

Program Managers applicants are encouraged to refer to www.shad.ca for more information about the program. To be considered in the first round of applicants, please submit your application to charlene.vanleeuwen@upei.shad.ca before April 1, 2025. Applications will be considered after this date if the position is still not filled.

Shad Canada values the diverse and intersecting identities of its participants, team members and contractors. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, antiracism, and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis, and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.