



Program Manager (full time, 1-year contract) – Job Posting

Summary:

The Program Manager oversees various Plan Institute programs, including our Disability Planning Helpline and our learning initiatives. We are looking for a passionate, organized and community-minded individual with experience in non-profit program management and delivery, and whose values align with our mission and vision of a good life for people with disabilities.

Job Posting:

About Plan Institute:

Plan Institute is a nationally registered charity, whose mission is to empower people with disabilities to lead a good life. We do this through:

- Innovation – We engage in innovative community-based projects and partnerships that help empower those living with disabilities.
- Education – We offer educational initiatives designed for individuals, families, and organizations, including workshops, courses, retreats, publications, and resources.
- Leadership – We provide collaborative leadership by convening a diverse group of stakeholders to encourage public policy reform and system transformation.

Plan Institute envisions a future where all people with disabilities lead a good life. For Plan Institute, the concept of a good life means: being financially secure; contributing to and participating in caring and inclusive communities; being respected and empowered to make decisions; knowing the loving support of friends and family; choosing a place to live and call home; and having a well-planned future.

We build on the 30 years of our sister organization, PLAN (Planned Lifetime Advocacy Network), and their experience working with families to build a good life for people with disabilities.

In this 2019 video, we discuss why Plan Institute was founded, some of our accomplishments over the years, and our hopes for the future: [Plan Institute 20th Anniversary Video](#).

Visit our website to find out more: www.planinstitute.ca.

About the Position:

Type: Full-time, hybrid position, contract to April 2027

Reports to: Director of Grants and Programs

Position Overview:

We are looking for a passionate, organized and community-minded individual to join our team as a Program Manager on a one-year contract.

The Program Manager oversees various Plan Institute programs, including our Disability Planning Helpline and our learning initiatives. This role also provides leadership and management to our internal Program Coordinators and our Helpline Advisor contractor team. The ideal candidate will have experience in non-profit program management and delivery, as well as a working knowledge of federal disability benefits. The Program Manager must be a strong communicator who is comfortable offering direct support to team members, partners and community members, and providing presentations.

Our organization is team-based, and we work closely together to deliver our programs and projects. We value the unique skills and abilities that everyone brings to the team and look to incorporate everyone's talents into the work we do. Our team is guided by our shared vision of a good life for people with disabilities.

Role Requirements:

- Experience in non-profit program management, oversight and delivery.
- Experience with community outreach and education, including facilitating presentations.
- Experience managing people, including internal team members and contractors.
- Experience developing relationships with organizational partners, including individuals and other organizations.
- A working knowledge of federal disability benefits, including the Disability Tax Credit (DTC), Registered Disability Savings Plan (RDSP) and Canada Disability Benefit (CDB).
- Excellent communication, interpersonal, and connection-building skills.
- Ability to work collaboratively with a diverse group of people.
- Exceptional time management and multi-tasking skills.
- Exceptionally organized and detail-oriented, while maintaining flexibility and adaptability.
- Initiative-taker with the ability to work with minimal supervision.
- Experienced with Microsoft Office, including Word, Excel, and PowerPoint.
- Previous paid or unpaid work within the disability community or other marginalized communities.

Role Assets:

- Experience with program or project budget management.
- Experience providing support to others through phone, email, video calls, and in-person.
- Understanding of and experience in the disability advocacy movement as well as the concept of asset-based community development.
- A personal connection to disability.
- Experience with Zoom Webinar, Asana, and Zoho One.
- A valid BC driver's license and occasional access to a vehicle that can be used to travel to and from events.

Responsibilities of this position include:

Program Management and Delivery

- Manage Plan Institute's Disability Planning Helpline program, including training and direct support for helpline advisors; oversight of resource development, invoicing and triage of queries; chairing monthly meetings; and supporting budget management.
- Oversee and support other Plan Institute programs including webinars, online tools, and other learning opportunities and resources.

- Manage and deliver short-term projects as required, including work plan creation, stakeholder engagement, budget management, and completion of all project deliverables.
- Provide presentations and training sessions on disability benefits and other disability-related topics to external partners.
- Attend in-person events on behalf of Plan Institute across the Lower Mainland of BC and occasionally further afield as/if needed, as well as virtually.
- Stakeholder engagement, including liaising with partners on various initiatives, maintaining relationships and expanding partnerships where appropriate.
- Support community outreach in collaboration with internal and external partners.

Team Management and Support

- Manage and supervise the Program Coordinator(s).
- Manage and oversee contractors working on the Disability Planning Helpline.
- Manage volunteer recruitment and volunteer opportunities, training, and supervision as needed.

Other

- Develop and maintain a strong working knowledge of key disability benefits including the Disability Tax Credit (DTC), the Registered Disability Savings Plan (RDSP) and the Canada Disability Benefit (CDB) and provide leadership to the team in these areas.
- Collaborate with the Director of Grants and Programs on developing new initiatives and projects, including proposal/grant writing and funding opportunities.
- Support various aspects of program and project reporting including data collection and analysis.
- Contribute to blog writing and website content creation when appropriate.
- Other program work as required.

Compensation & Work Schedule:

- Hours of work are 37.5 hours per week, Monday to Friday, from 9 AM to 5 PM (some flexibility is available).
- An annual salary of \$62,781 plus benefits cost sharing, RRSP matching, and potential bonuses.
- 3 weeks annual vacation.
- Anticipated start date is end of April, 2026.
- Our team currently works with a flexible hybrid model, working predominantly from home, with some work in a shared office space in Burnaby. Monthly travel to our physical office and periodic travel to other locations will be required.

How to Apply:

Please apply [here](#). **Please note that applications will only be accepted through our application form.** A cover letter is **not** required.

- Job posting closes on **Tuesday March 17, 2026, at 11:59PM PDT**.
- First-round interviews are planned for the week of March 23, 2026.
- We thank all applicants for their consideration of this position. Shortlisted applicants will be contacted after the posting closing date.

- If you have any questions about the position or need assistance with your submission, please contact info@planinstitute.ca.

Plan Institute is committed to a safe, inclusive, and collaborative environment in which all individuals are treated with respect and dignity. As such, individuals from diverse backgrounds, including race, national or ethnic origin, sexual orientation, gender identity, disability, and mental illness are welcomed and encouraged to apply.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Accessible formats and communication supports are available for applicants by request; please contact info@planinstitute.ca.