

Job Posting: Program Lead
Posting Date: April 14, 2026

Salary: \$55 000 - \$60 000 per year

Benefits: Health and Dental

Hours: 35 hours/week with flexible scheduling

Contract: 3 years with possibility of renewal subject to funding

Location: Hybrid (Waterloo Region, some in-person required)

Reports to: Operations Manager

About Spectrum

Spectrum is Waterloo Region's Rainbow Community Space. We run 60-70 programs every month ranging from peer support groups, youth programs, social outings and sports and recreation. We also provide services such as Rainbow Diversity Training, and advocate for the 2SLGBTQIA+ community. Our core staff team is small but passionate, and we work collaboratively by leaning into each other's strengths to make a big impact. This new position is made possible through funding from the Ontario Trillium Fund.

Spectrum is a queer-led organization and we prioritize building a team that reflects the communities we serve. Applications are strongly encouraged from 2SLGBTQIA+ people, Black, Indigenous and racialized people, people with disabilities, and others who have been historically excluded from the non-profit sector. Accommodations are available at any stage of the hiring process - contact us to discuss what would work for you.

The Role

If you are compassionate and supportive, knowledgeable about best practices in peer support settings, and want to do community focused work where you can see your impact every day, you may be Spectrum's next Program Lead. The Program Lead is a hands-on role ensuring our programming remains safe, inclusive, trauma-informed and effective, especially our peer support groups.

What You'll Do

- Lead supervision of all regularly occurring Spectrum programming, including coordination, mentorship, and training of all facilitators and volunteers
- Develop support framework for facilitators and volunteers, including coordination of internal and external trainings
- Assist with program evaluation and feedback procedures
- Oversee the physical space of Spectrum, ensuring it's suitable for programming
- Provide direct programming through peer support groups and community programs

What You Bring

- 2-5 years of experience or education in community development, outreach or social services programming (including peer support)
- Formal or informal education/credentials in social service work, community development, outreach or peer support
- Group facilitation experience, ideally in peer support settings
- Knowledge of trauma-informed and harm reduction best practices
- Experience in program evaluation and data collection
- Knowledge of and passion for equity based work with an intersectional lens
- Flexibility to work occasional evenings and/or weekends
- Lived experience as a member of the 2SLGBTQIA+ community or other equity-deserving communities is strongly valued.

What We Offer

- \$55 000 - \$60 000 annual salary
- Health and Dental Benefits
- Two weeks of paid vacation, plus two-week December office shut down
- \$500 annual professional development allowance
- Extremely flexible work hours and a hybrid work environment
- A supportive queer-positive workplace where lived experience is valued

Application:

Please apply with a cover letter and resume to info@ourspectrum.com by April 30, 2026. Please use the subject line: APPLICATION: Program Lead.