

Program Manager – Job Posting

Local Authority Services (LAS) is a not-for-profit and Association of Municipalities of Ontario's (AMO) business services organization. LAS leverages economies of scale, group buying power and expertise in the municipal sector to offer business services that help municipalities save money, generate revenue, and improve staff skills and capacity.

The Program Manager, reporting to the Director of Business Services, is responsible for the overall administration, marketing, and growth of assigned programs, and management of the assigned program customers. The LAS Program Manager is a critical operating and revenue generation role for our organization.

The position also leads the identification, research, program and contract development, and marketing of potential new programs for LAS. The Program Manager will act as a subject matter expert resource to the municipal sector in all issue areas relevant to assigned programs. The successful candidate will also be expected to speak at municipal events and conferences as required.

Position Responsibility - Highlights:

- Support the Director of Business Services oversight and accountability.
- Management of the assigned programs including day-to-day administration of current programs including up-to-date policy and procedures for each program,

timely monthly, year-end and ad hoc reporting for internal and external end users and ongoing analysis of business risks.

- Development of new strategies and programs to further LAS overall objectives, including identifying and monitoring new trends in the broader business services and municipal environments, market research, business model development, program development, and partnership development.
- Establish and manage relationships with clients and program member contracts and client relationships to support strong customer service, market intelligence, and promotions
- Establish and manage third party vendor/service provider relationships, including the design and implementation of RFPs processes, contract negotiation and management.
- Establish and maintain strong relationships with strategic partners in the municipal and business services landscape to support market research, program promotion and partnership opportunities.
- Identify and support communication and marketing strategies and opportunities through a variety of LAS and AMO channels.
- Ensure compliance with all legislative, regulatory, policy and governance requirements.
- Work collaboratively with staff and leadership across LAS and AMO towards shared objectives and foster a culture of teamwork and integration.
- Supervision of staff, when applicable.
- Monitor and report on all performance of all programs and related financials, including budget development and profit analyses.

Qualifications:

- University degree preferably in business or a related discipline with 10 years related business experience;
- Direct experience working with provincial, federal or municipal governments;
- Sound judgment, tact and discretion;
- Strong interpersonal and negotiation skills;
- Awareness of the changing political environment;
- Advanced knowledge of municipal government roles and responsibilities, legislation, regulations and financial structure;
- People management skills and experience;
- Strong organizational, project management and time management skills;
- Demonstrated financial analysis, management and contracting skills;

Environment and Equipment:

- Works primarily in an office environment with travel to conferences, events, and seminars
- Valid Ontario driver's license
- May require the lifting and movement of materials and supplies

Reported place of employment is our Toronto office currently located at 155 University Avenue, Toronto, Ontario. Our general hours of operations are 8:30 a.m. to 4:30 p.m.

AMO currently has a hybrid work onsite and from home policy in place that may allow for a hybrid work arrangement for employees who meet the terms and conditions of the policy. The hybrid work onsite and from home policy is subject to change.

Other Important Information:

The position is for an existing vacancy.

Salary Range: \$140,126 to \$163,929

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Application deadline: 4:00PM February 20, 2026

Email application to: HR@amo.on.ca referencing "LASPM20262".

Please send cover letter and resume as a single document in PDF format.

We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

AMO is an equal opportunity employer and is committed to inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage members of racialized communities, Indigenous persons, persons with disabilities, women, and persons of any sexual orientation or gender identity.