

Manager of Operations
Bilingual Contract Position – 1 year with possibility of renewal
4 days (28 hrs.) per week

Reporting to the Executive Director, the successful candidate will oversee the operational and administrative activities of the organization.

Responsibilities

- Monitor and update communications (website, brochures, social media)
- Ensure that all electronic information systems are maintained, and support resolution of issues as they arise
- Research and negotiate major service contracts and purchases
- Ensure compliance with all relevant regulations and laws related to building (fire code, health and safety, etc.)
- Represent management on the Health & Safety Committee
- Develop draft policies in response to legislative and regulatory changes within the scope of the position, for review by ED and Board. In many instances this will be done in collaboration with staff
- Ensure the facility and equipment are effectively maintained and upgraded as required
- Arrange for and monitor cleaning of facility
- Work with the Board Maintenance Committee (and Executive Director) to plan and oversee required maintenance of building, including upgrades, within budgetary guidelines
- Develop/monitor policies related to building
- Develop and maintain policies and procedures related to general administration and technology
- Maintain employee procedures and guidelines manual and board of directors manual
- Be the liaison for the Agency's benefit plans, including the group insurance plan, RSP and multi-employer pension plan
- Participate in Agency Health and Safety Committee
- Attend Labour Management Committee Meetings
- Other duties as determined by the Executive Director

Qualifications

- Degree in public administration, non-profit management, or equivalent combination of education and experience
- A minimum of 3 years' experience in a non-profit community based social service organization
- Knowledge of business and management principles and practices
- Knowledge of human resource principles and practices
- Strong information technology skills
- Ability to interpret and apply statutory legislation affecting charities, employment standards, human rights health and safety.
- Bilingualism preferred. Ability to converse in English and French required
- Experience working in an unionized setting
- Vulnerable Sector Police Record Check
- Ability to work some evenings

Apply to Executive Director at info@cfsottawa.ca by March 26, 2021.

We thank you for your interest in the position. Only candidates chosen to be interviewed will be contacted.

CFS/SFC Ottawa subscribes to the principles of Employment Equity and is committed to being an inclusive workplace.

If you are selected for an interview and you require accommodation due to a disability during the selection process, please notify us when scheduling your interview.

