



Operations Coordinator

Position Type: Part Time Permanent (28 hours per week), annual salary \$37,850.40

SCOPE OF POSITION

The successful candidate will be responsible for all operational, human resource, and communication functions for the Centre. Will also provide support to the Executive Director and is responsible for the supervision of the administrative staff.

The successful candidate must commit to work within NROCRC's model of Community Development.

JOB DESCRIPTION

- Maintains employee policy and procedures manual as well as the board of directors manual
- Prepares offers of employment and other statutory documentation for new employees
- Collects, records, and reports all sick and vacation leave
- Assists with hiring procedures and coordinates orientation of new employees
- Assists Executive Director with the preparation of NROCRC's annual planning documents including the strategic plan and individual work plans
- Prepares monthly board of directors meeting package and ensures timely release
- Assists with the planning, development and delivery of NROCRC's staff meetings, including research, as appropriate
- Provides confidential senior level administrative support services to the Executive Director and serves as primary contact
- Supervises administrative staff
- Fills in for short term receptionist absences
- Coordinates and facilitates all internal and external communication including newsletters, flyers, Facebook and Twitter

QUALIFICATIONS

- Degree in Business or Non-profit Management. (similar combinations of education and experience will be considered)
- A minimum of 3 years' experience in a non-profit, community based organization
- Excellent organizational skills with a high attention to detail
- Ability to multi task and work effectively in a fast pace environment
- Excellent computer skills, demonstrated knowledge of MS office applications
- Ability to maintain highest degree of confidentiality
- High degree of accuracy, integrity, ethics and sound judgment
- Ability to interpret and apply statutory legislation affecting charities, employment standards, human rights and occupational health and safety
- Excellent interpersonal, written and verbal communication skills and a proven ability to develop working relationships with staff, peers and superiors
- Strong critical analysis, problem solving, planning, decision making, leadership skills
- Excellent communication skills (both verbally and in writing), including social media
- Ability to work in a fast paced environment with daily deadlines
- Good judgement, strong interpersonal, organizational and time management skills
- Excellent capacity to work independently as well as within a team setting
- Vulnerable Sector Police Record Check
- Bilingualism is an asset

Salary: Salary \$37,850.40 annually

Please submit your cover letter and resume by 4:30 p.m., August 23, 2017

Reply to: Sandy Wooley, Executive Director

By email: swooley@nrocrc.org

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.