



Operations Manager

Employee, 40hours/week, Reconciliation Canada, North Vancouver, BC

Position Overview

Born from the vision of Chief Dr. Robert Joseph, Gwawaenuk Elder, Reconciliation Canada is leading the way in engaging Canadians in dialogue and transformative experiences that revitalize the relationships among Indigenous peoples and all Canadians. Our model for reconciliation engages people in open and honest conversation to understand our diverse histories and experiences. We actively engage multi-faith and multi-cultural communities to explore the meaning of reconciliation.

Reporting to the COO, the Operations Manager is responsible for coordinating, completing and implementing operational activities to ensure organizational effectiveness, efficiency and continuity. This role also supports the development and/or optimization of Reconciliation Canada's operations framework, IT infrastructure, Policies/Procedures, Financial processes and provides ongoing and general leadership and support to the team.

Position Type: Employee, 40 hours/week

Start Date: July, 2017

End Date: December 31, 2018 (with possibility of extension)

Location: Reconciliation Canada Office at 1999 Marine Drive, North Vancouver

Reports to: COO

Deliverables & Duties

- Integrate and ensure coordination across all Reconciliation Canada's projects and initiatives enabling delivery consistent with established parameters (scope, time, budget, benefits etc.)
- Prepare and/or coordinate organizational reports to enable successful implementation of projects and initiatives
- Coordinate program reports and develop appropriate reports for the Board of Directors, enabling optimal Governance of organization; provide logistical support as required for the Board
- Provide advice to program delivery team to enable successful implementation of projects and initiatives; develop and implement risk mitigation tactics to optimize program and initiative delivery
- Coordinate and/or complete operational requirements (including legal/regulatory/financial) to enable organizational continuity
- Steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness

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Skills & Experience

This is an extraordinary opportunity for an individual with extensive management and non-profit experience to grow and further develop an initiative on a national level that has already made significant impact in BC. The successful candidate will partner with the Leadership Team, and work collaboratively with a high-performance staff team.

Specific requirements include:

- Business or Accounting degree, CPA or MBA
- Minimum 3 years' experience in a management role with exposure to financial, program, and operational leadership
- Experience either as an employee or board member of a non-profit organization; must be familiar with non-profit finance and accounting regulations
- Experience with managing paid staff and volunteers
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Entrepreneurial, proactive team player, who can effectively breakdown large pieces of work into activities and prioritize based on milestones and deadlines
- Management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Strong written, oral, interpersonal, and presentation skills and the ability to effectively communicate with senior management, board of directors, and staff
- Ability to operate as an effective tactical as well as strategic thinker
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed

Reconciliation Canada values diversity and is an organization that is welcoming of all cultures, educational backgrounds, age, gender, sexual orientation, abilities and disabilities. As an Indigenous-led organization, we recognize and celebrate the diversity of all peoples, and promote cultural competencies of each employee.

We are committed to respecting diversity within our workforce and specifically to increasing the number of Indigenous employees within our organization. As preference may be given to qualified Indigenous applicants, we ask that they self-identify in our recruitment and staffing processes.

To apply, please send your cover letter and resume at cristina.chihaia@reconciliationcanada.ca by Monday, July 17, 2017.

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