

# JOB POSTING

## Operations Manager



Aboriginal Mother Centre Society

The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing (TH) and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members. The Aboriginal Mother Centre Society is seeking an energetic, conscientious and detail-orientated individual who enjoys making a difference.

**Job Title** Operations Manager

**Name of Facility** Aboriginal Mother Centre Society

### Qualifications

- A commitment to demonstrating AMCS values.
- A Bachelor's degree in finance, business management or related field, or a minimum 4 years related experience in a non-profit environment.
- Knowledge of Aboriginal and urban Aboriginal culture, traditions, history, and issues required.
- Strong finance skills and business acumen.
- Strong attention to detail.
- Strong organizational skills, ability to multi-task in a dynamic working environment; self-motivated personality; ability to work independently and as a team player.
- A strengths based, solution oriented, and family centered approach is required. Emotional maturity and excellent track record with confidentiality and professional boundaries.
- Experience with client data management systems an asset.
- Criminal records check required.
- Strong operational management skills and experience.
- Strong property management skills and experience.
- AMCS is committed to honouring and respecting diverse Aboriginal cultures, identities and knowledge of Aboriginal community protocols. Applicants of Aboriginal Ancestry are preferred.

### Key Responsibilities

- Coordinate, manage and monitor the workings of various departments in the organization. Supervise staff from different departments and provide constructive feedback. Attendance management for all departments, including time sheet tracking and reporting. Monitor adherence to rules, regulations and procedures.
- Prepare initial budgets in collaboration with departmental managers, ensure timely completion of vendor contracts, and work with the Finance Manager for a final budget to report to the Executive Director.
- Manage employee records, administrative procedures for referral and intake, creating and maintaining office procedures and systems, including document management, ensuring filing systems and data base are maintained and up to date, defining procedures for record retention, and ensuring protection and security of files and records.
- Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output.
- Submit claims to Funders in a timely manner by working with the Finance Manager.
- Ensure timely renewal of funding agreement and timely submission of new funding agreements.
- Work with the Executive Director and Program Managers to secure program funding and ensure completion of ongoing required documentation and reporting.
- Work closely with the Executive Director in pursuit of new funding sources.
- Tasks include determining needs, hiring employees, overseeing assignment of employees and planning staff development in partnership with Executive Director. Establish work schedules and supervise staff. Monitor and evaluate performance in partnership with the ED.
- Oversee all aspects of the health and safety program and WorkSafe compliance and claims management.
- Ensuring effective AMCS operations, including emergency procedures, compliance with building and fire codes, meeting insurance requirements, earthquake preparedness and other facilities needs are met, including managing the alarm and security requirements.
- Coordinate building maintenance and repairs. Receive requests from various departments that affect normal building operation.
- Send cheque requisitions for property Vendor's invoices after ensuring vendor's job was completed in accordance with BC Housing Guidelines.
- Liaison between Executive Director and Commercial Tenants for property management issues.
- Maintain the AMCS website, monitor, and improve the efficiency of support services such as IT, HR, Accounts and Finance and liaising with support services. Facilitate coordination and communication between support functions.

**Location** Vancouver

**Employment Terms**

Full Time

**Position Start Date** As soon as possible

**Closing Date**

Ongoing until filled

**Salary** To be Determined upon Hiring

**Hours of Work**

37.5 hours per week

**Additional Notes**

*Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers regardless of the program.*

**Contact Information**

Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:

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**E Contact -Mail** [kerickson@inspiredhr.ca](mailto:kerickson@inspiredhr.ca)

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**Mailing Address** 2019 Dundas Street, Vancouver, BC

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**Website Address** [www.aboriginalmothercentre.ca](http://www.aboriginalmothercentre.ca)

*Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.  
For more information or other employment opportunities, please visit our website.*

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