

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 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.
- 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 strength based, solution oriented, and family centered approach is required. Emotional maturity and excellent track record with confidentiality and professional boundaries is required.
- Criminal records check required.
- Strong operational management skills and experience.
- Strong property management skills and experience.

Key Responsibilities

- Ensure timely completion of vendor contracts with the Finance Manager and Programs Managers.
- Oversee the submission of 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 Program Managers to secure program funding and ensure completion of ongoing required documentation, reporting and on target with budgeting.
- 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 operations.
- Liaise with funders to ensure AMCS is on track with all reports and to secure additional funding.
- Manage the day to day operations, building repairs and maintenance of the 30,000sq foot facility.
- Other duties as required

Position Start Date As soon as possible

Closing Date Open 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:

Name Maura Gowans

E Contact -Mail HR@aboriginalmothercentre.ca

Fax # 604-558-2628

Mailing Address 2019 Dundas Street, Vancouver, BC V5L 1J5

Website Address 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.*