



Operations Director

iHuman Youth Society is a non-profit, charitable organization whose mission is to serve marginalized youth to promote their reconnection to the community through a program involving crisis intervention, arts mentorship, and life skills development.

The Operations Director reports directly to the Executive Director and is responsible for planning, leading and managing administrative, fiscal, facility, risk and resource management functions. As a member of the leadership team, the Operations Director contributes to the over-all effectiveness of strategies, policies and practices to ensure day to day operational excellence. Central to this position is an appreciation for the assets and resources needed to optimize iHuman's work with its youth clients, manage external facility usage or social enterprise opportunities. Cross-sector partnerships delivered in the building requires responsibility for on-going monitoring and updating of safety protocols, which includes key, fob and security access; staff, volunteer and guest identification, parking passes and other access controls as required.

Qualifications:

- Post-secondary education in Human Services, Business Administration supplemented with coursework in operations/facility management. Equivalencies in education and experience may be considered.
- 5-7 years' experience in administration and overseeing over-all operations, including experience in leading and managing staff preferably within a non-profit organization.
- Knowledge/experience in fiscal and resource management, facility and risk management
- Excellent verbal and written communication skills
- Knowledge/experience in grant management and preparation
- Well-honed interpersonal skills and ability to respond to situations with astuteness and composure, maintaining professionalism and confidentiality as required
- Demonstrated initiative, excellent organizational skills, logical thinker
- Knowledge of community resources, government policies and programs
- Proven track record in effectively managing conflicting priorities, collaborating with others and exercising sound judgment within a team environment
- Excellent adaptability, flexibility and teamwork skills are required
- Supervisory experience and/or training
- Computer competency with Mac and PC
- Strong working knowledge of records management systems

Hours of Work: 37.5 hours per week. Some evening and weekend hours regularly required.

Remuneration: \$48,750.00 - \$68,250.00 per annum.

Posting Closes: **Position will remain open until a suitable candidate is selected.**

To Apply: Forward Cover Letter and Resume (in WORD or PDF) to:
HR Consultant, iHuman Youth Society
recruitment.echrss@gmail.com

Please Note: *We appreciate your application. Only candidates selected for interview will be contacted.*