

EMPLOYMENT OPPORTUNITY

OPERATIONS MANAGER

The Circle on Philanthropy and Aboriginal Peoples is looking for a detail oriented and systems implementing individual for the full-time position of Operations Manager. This position will report directly to the CEO and work closely with the staff, partners and members.

The Operations Manager will be responsible for providing inspired operations leadership for The Circle. This will involve developing, implementing and adjusting organizational operations and to formalize policies and procedures for our governing circle and members. This role will develop asynchronous working systems, will assist in developing HR policies and in the management of day to day operations alongside the CEO. This role will offer technical, vendor and contract support for the event planning, logistics and management of our various trainings, events and conferences. The position supports the CEO and Governing Circle, with both strategic and administrative support as needed. Over time this role will expand to support members in their development of practices and policies to embed transformation in their organizations. This role will enable the team to shine and help our team grow in a thoughtful manner while continuing to build out a strong, efficient and visionary Indigenous led organization.

QUALIFICATIONS:

- Four years management experience in the non-profit sector or post secondary credential in Indigenous governance, non profit management, human resources or administration
- Mastery in the development of organizational and HR policies, internal operational processes and infrastructure implementation
- Excellent written and verbal communication
- Strong financial management with budgets over 1 million
- High level of familiarity and effectiveness with online platforms, technology, computer applications, and accounting software

COMPENSATION:

The salary range for this position is 65K - 85K. Health and wellness benefits will be provided after a 90 day probation period. We provide 15 days vacation, flexible working hours, birthday off and June 21st as a paid holiday. We work a 4 day work week for July and August and have a 2 week paid holiday closure between December and January. Working hours are 9 am - 4:30 pm with flexibility for home, community and cultural responsibilities.

APPLICATION CLOSING DATE: APRIL 30 2021 @ 12:00 PM PT

Preference will be given to First Nations, Metis and Inuit applicants though we strongly encourage applications from all Indigenous people, Black People, people of colour, immigrants and refugees, and LGBTQ+ people.

If you are interested in applying for this unique Operations Manager position please view the full posting for cover letter, resume and references format and related details.

[CLICK HERE FOR THE FULL POSTING](#)

[CLICK HERE FOR FURTHER INFORMATION & FAQs](#)

Please share this posting with folks in your network who you think would be interested to learn more.

Kukstemc, Thank you,

The Circle Team