



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Director Of Operations

<b>Job ID</b>	<b>2C-08-E5-9E-31-B5</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=2C-08-E5-9E-31-B5">https://careers.indigenous.link/viewjob?jobname=2C-08-E5-9E-31-B5</a>	
<b>Company</b>	Fernwood Neighbourhood Resource Group Society	
<b>Location</b>	Victoria, British Columbia	
<b>Date Posted</b>	From: 2021-01-21	To: 2021-02-04
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Salary</b>	\$60,000 - \$67,000	
<b>Languages</b>	English	

### Description

Fernwood Neighbourhood Resource Group (Fernwood NRG) is a multi-service non-profit community organization working in Fernwood, Victoria. We are seeking an experienced management professional for an exciting new leadership opportunity to strengthen and align our human, administrative, operational, and financial resources, which will enhance our ability to create positive impacts in our neighbourhood. This position will provide day-to-day operational leadership; key responsibilities include stewardship of human resources, facilities management, information technology, finance and general operations systems. This full-time position reports to the Executive Director, is a part of the senior management team, and manages a small team.

You, the ideal candidate, love building operational and administrative systems that help organizations and people thrive. You see investment in human resources and the policies that support them as crucial for an organization. You believe in the value of decent work for all. You have a passion for creating more socially just, inclusive, and resilient communities. You are a collaborative and thoughtful leader who is fair, communicates clearly and honestly, and engages people in planning and decision-making processes.

#### Duties and Responsibilities

##### Operations and Finance

- â€¢ Lead the development of operational policies and procedures while identifying opportunities and implementing solutions for improvement

- â€¢ Manage day-to-day operations of Fernwood NRG

- â€¢ Work closely with Executive Director and senior management team to develop budgets and internal controls, operational policies and procedures, risk management strategies and resource plans

- â€¢ Lead a society wide IT assessment and modernization project

- â€¢ Research and identify opportunities to grow a diversified funding base

- â€¢ Build and maintain relationships with other staff, external partners, and vendors to make decisions regarding operational activities and strategic goals

##### Facilities Management

- â€¢ Supervise and coordinate routine building maintenance as well as lead larger capital projects to the four buildings owned or operated by the Society

- â€¢ Work with Executive Director to conduct a property review to create a capital replacement plan

- â€¢ Manage both residential and commercial leases with the support of the housing outreach team

Human Resources

- â€¢ Oversight of human resource policy and procedure

- â€¢ Facilitate design and implementation of performance management and professional development strategies

- â€¢ Work with payroll and management on leaves of absence, sick days, and work schedules

Leadership

- â€¢ Participate as a member of Fernwood NRGâ€™s senior management team to provide overall strategic direction

- â€¢ Provide leadership support, coaching, and mentorship to staff and volunteers

- â€¢ Play a key role in operation planning, communications, and fundraising strategies

Remuneration

This is a full-time position with a salary range of \$60-67,000 per year and an extended benefits package.

Fernwood NRG is committed to ensuring that equity, diversity, and inclusion are considerations in our decision making, in our internal work, and in our work in the Neighbourhood. We are working towards a better understanding of reconciliation with Indigenous Peoples, and are seeking to increase our competence with anti-racism and decolonization.

### **Experience**

Minimum 5 years management experience within the non-profit sector

### **Credentials**

The successful candidate will undergo a criminal record check

### **Essential Skills**

- â€¢ Ability to work in a high pace environment, interacting with the public and staff

- â€¢ Strong problem-solving, delegation, coaching, conflict resolution, and interpersonal skills

- â€¢ Human resource experience, bringing an intersectional equity lens to human resource planning, engagement, and decision making

- â€¢ Experience managing facility plans, contracts, and leases

- â€¢ Ability to think strategically to plan, organize, and execute effectively

- â€¢ Professional, responsive, and positive work attitude

### **Work Environment**

Office setting

### **How to Apply**

Interested applicants are requested to submit a cover letter and their resumes or CV on or before February 5th, 2021 to [jenna@fernwoodnrg.ca](mailto:jenna@fernwoodnrg.ca)

We thank all applicants for their interest. However, only short-listed applicants will be contacted.