

Manager, Operations-Job Posting Full-Time

Our Organization

FamilySmart® is a non-profit organization that comes alongside young people and families to provide support, navigation assistance and information and invites them and professionals to come alongside each other to learn with and from each other to enhance the quality of experiences and services for child and youth mental health. We're Together-Centred® because we know it enhances the mental health of children, youth and young adults.

What You Will Do in Our Organization

- Work collaboratively with our leadership team to manage the overall operations of our organization
- Implement processes that enhance the ability of FamilySmart to continue to grow and fulfill its mission and commitment to young people and families
- Ensure that all operations of FamilySmart are carried out in an efficient, financially responsible and strategic manner
- Work to improve, and where needed, support the creation operational management systems, standard operating procedures and best practices
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations
- Support the completion of monthly staff payroll and expenses
- Work collaboratively to create strategic and operational objectives that align with the organization's mission and strategic goals
- Support the budgeting process, contract reporting, planning, and annual audits
- Work as part of a team to review financial data and use information to support decision making across the organization
- Work alongside the CEO to support the work of the Board of Directors

Things we will love about you

Experience

- Strong operational experience: ideally has worked in a management role for 5 years in a socially responsible organization with progressive experience leading to at least 2-3 three year's experience in operational/administrative management
- Project Management experience and experience and knowledge of project management software and/or programs
- Knowledge and experience of organizational effectiveness and operations management
- Familiarity with business and financial principles and regulations, as well as experience budgeting and forecasting



- Excellent communication skills
- Demonstrated Leadership ability
- Outstanding organisational skills
- Problem solving and excellent decision-making skills
- You believe in asking questions and being curious in order to understand the needs of the organization and acting on the identified operational functions in order to support the work of the organization.
- You are willing to be patient with the learning and onboarding process established by FamilySmart and see it as an asset to you personally, professionally and for your ability to do the work well

Education

- Degree in Business, Operations Management or related field

Other

- Ability to work from both our downtown Vancouver office and from a home office
- Criminal records search and privacy training required

Compensation & Hours

Full-time position with annual salary & benefits commensurate with experience and qualifications

How to Apply

Please send resume and cover letter to Robin Brown at careers@FamilySmart.ca,

Subject line: Manager, Operations

**Please note that the assessment of applicants will be made on an ongoing basis and continue until a hire is made.*

We thank all applicants, however, only those selected for an interview will be contacted.

The Institute of Families is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, or criminal conviction unrelated to employment.