

Niwasa Kendaaswin Teg

Position: Operations Manager

Hours: Monday-Friday 8:30am - 4:30pm
some evening/weekend hours required, travel required
Salary commensurate with experience

Niwasa Kendaaswin Teg provides wholistic programs and service for Indigenous children, youth, families and community that are rooted in culture and language. Our vision is to provide high quality programming that fosters identity formation and creates a sense of belonging. The Operations Manager will be responsible to oversee and implement the program and business operations of the organization including capital projects, new program development and time limited projects.

Responsibilities

The Operations Manager will participate in the development and implementation of short term and long-range strategic plans, workplans and objectives. They will monitor and manage all program budgets and expenses in consultation with the Executive Director. Organize the recruitment and retention of professional and nonprofessional staff. Participate in the establishment and implementation of organizational policies and procedures. Interprets policies, objectives and operational procedures for all departments. Ensures the implementation of the mission, vision and values of Niwasa, Kendaaswin Teg including high quality, family focused service delivery. Takes a solution focused approach to human resources, utilization of facilities, equipment and supplies for Niwasa. Evaluates performance and recommends, promotion, and disciplinary actions. Analyzes and recommends changes in organizational systems, policies and procedures and ensures their implementation. Undertakes the management and implementation of special projects as directed by the Executive Director, including Capital Projects, New Program Development, and time limited projects.

Qualifications

Degree in the field of Business, Education, Indigenous Studies with 5 years progressive experience in a Leadership role. 5 years experience with direct human resource management. 5 years experience managing multiple budget portfolios. A combination of education and experience may be considered.

Specific Job Competencies

Working knowledge of the Ontario Employment Standards Act, Human Resources Law, Occupational Health and Safety Act, Worker's Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, Public Health Standards, Child Care and Early Years Act, 2014 and other legislative provisions governing the employment relationship between Niwasa and the employee. Must possess a thorough knowledge and understanding of historical trauma and intergenerational trauma of Indigenous peoples. Experience in a community setting working with Indigenous children, youth and families. Able to use a wide range of administrative software including Adobe Pro, Excel and MS Office. Must have a clear Vulnerable Sector Screen.

Please submit resume and cover letter to:

Niwasa Kendaaswin Teg
1869 Main Street East, Hamilton, ON L8H 1G2
Attention: Monique Lavallee, Executive Director
office@niwasa.ca fax:905-549-7337



NIWASA
Kendaaswin Teg

Closing Date: December 19, 2017

We thank all applicants, however only candidates chosen for an interview will be contacted.