

Employment Opportunity: Manager of Operations

About Ending Violence Association of BC

The Ending Violence Association of BC (EVA BC) is a dynamic, solutions-based provincial non-profit association that trains and supports over 300 anti-violence programs and cross-sector initiatives across BC that respond to sexual and domestic violence, child abuse, criminal harassment, workplace bullying, sexual harassment, and hate. Our programs include Community-Based Victim Services, Stopping the Violence (STV) Counselling programs, STV and Multicultural Outreach programs, and sexual assault programs.

We wish to respectfully acknowledge that our main office is located on the unceded, ancestral, and traditional territories of the x^wməθk^wəyəm (Musqueam), Sḵw̓x̓wú7mesh (Squamish), and səłilwətaʔl (Tsleil-Waututh) Nations.

Position Overview

Reporting to the Senior Manager of Finance and Administration, the Manager of Operations will play a key role in managing finances, human resources, technology and overall office administration of the organization.

This position requires the ability to manage internal projects and create and sustain relationships with staff and external stakeholders. The Manager of Operations will be knowledgeable about financial procedures, human resources, technology systems, and office administration, and able to work independently and as part of the team.

Overview of Key Responsibilities

Finance

- Assist in the development and implementation of financial controls, preparation of operating budgets and managing accounts receivables and payables.
- Create best practices related to financial systems and policies.
- Manage contracts and price negotiations with office vendors and service providers.

Operations / Administration

- Maintain efficiency within the office by establishing best practices, policies and standards; plan and implement office systems.

- Oversee and coordinate office operations and administrative procedures and review, evaluate and implement new procedures.
- Engage with external stakeholders to effectively manage the operations of the organization.
- Maintain contracts and filing systems.

Technology

- Review, update and implement a technology plan for the organization on a regular basis.
- Maintain a log of staff technology issues and coordinate with the IT consultant company to ensure the issues are dealt with in a timely manner.
- Assist staff with troubleshooting and maintenance of computers, office equipment, presentation equipment, and software.
- Purchase necessary tech equipment and software; and maintain an inventory of all hardware and software of the organization.
- Identify and coordinate training for staff on technology and software systems and develop procedural manuals as needed.
- Identify new hardware and software to improve the organization's efficiency.

Other

- Work closely with the Senior Manager of Finance and Administration to manage human resources.
- Take a team work approach to improve systems and efficiencies and actively contribute to the overall priorities of the organization.

Interested candidates will work from a feminist, intersectional, anti-oppression, and trauma-informed perspective and will have a combination of the following:

- Minimum 4-5 years of experience in finance, technology, human resources, and office operations.
- A post-secondary education and/or a combination of education and experience.
- Strong communication skills, both verbal and written; ability to work collaboratively with individuals with varying levels of experience with finance and technology systems.
- Creative thinking and problem-solving skills.
- Proven prioritizing and multi-tasking skills.
- Excellent organizational skills, including capacity to coordinate multiple projects and initiatives, and prioritize effectively to work within deadlines and meet deliverables.
- Excellent skills relating to establishing and maintaining respectful and collaborative working relationships with the organization's staff as well as with external stakeholders.
- Demonstrated ability to be flexible, a collaborative team player, bring positivity to the organization, work independently, and show initiative and creativity.

- Knowledge and skills necessary for working from a feminist, intersectional, anti-oppressive, and trauma-informed perspective, which includes bringing an analysis of gender, race, class, sexuality, ability, and age to all areas of the work.

Additional Information

- Qualified candidates who are Indigenous, racialized, living with disabilities, and/or who are 2SLGBTQIA+ are encouraged to apply.
- The starting salary for this role is \$32.42 per hour, based on 35 hours per week.
- EVA BC offers the following benefits:
 - 4 weeks of paid vacation per fiscal year
 - Extended Health and Benefits package after completion of probation
 - Flex day, work from home, and professional development policies

We thank all the applicants in advance. Only short-listed candidates will be contacted.

Interested individuals are invited to forward their resume and cover letter outlining suitability for the position by 5:00 pm on January 20, 2023 to:

[hiring@endingviolence.org](mailto: hiring@endingviolence.org) with the subject line: ATTN: Hiring Committee – Manager of Operations

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