OPERATIONS MANAGER

The Centre for Indigenous Environmental Resources (CIER) is a charitable organization, created and directed by Indigenous leaders, which works in partnership with Indigenous people and communities to create sustainability and positive environmental change. CIER's work focuses on the many aspects of building sustainable communities and protecting lands and waters. Because environmental issues cross borders and require the best of many forms of knowledge to build solutions that last, CIER's team members are culturally and educationally diverse, having backgrounds in social and physical sciences, traditional knowledge, policy, law, engineering, natural resources management, conflict management and facilitation. Our team members are based in British Columbia, Manitoba, Ontario, Quebec, Nova Scotia, and Northwest Territories. CIER staff and its relationship-based work embodies reconciliation in action. As such, CIER is very interested in people with backgrounds that that demonstrate their ability to build and sustain decolonized partnerships, and who are comfortable working with a team of people of diverse ethnicities, backgrounds, and experiences.

CIER is seeking a dynamic and experienced Operations Manager to oversee the daily operations of the organization. The ideal candidate will have a strong background in non-profit management, exceptional organizational skills, and a passion for environmental issues. Reporting to the Executive Team, the Operations Manager will be responsible for ensuring efficient and effective operational practices and supporting the overall mission of the organization.

This opportunity is only open to Indigenous applicants due to the nature of the organization and requirement of the position. We are seeking qualified candidates who identify as Indigenous - First Nations [status or non-status], Métis, or Inuit.

Key Responsibilities

The Operations Manager works with the relevant Executive Team lead to accomplish the following:

Operational Management:

- Ensure smooth and efficient day-to-day operations of the organization.
- Implement and maintain operational policies and procedures.
- Monitor and improve internal processes to enhance productivity and efficiency.
- Support corporate project planning, implementation, and evaluation.
- Monitor progress and ensure timely completion of organisational requirements.
- Recommend improvements to improve the efficient use of resources and to minimize waste.
- Maintain technology systems (software updates, hardware tracking and deployment)
- Recommend long-term plans and initiatives to accomplish the organization's efficiency goals.
- Coordinate with other team members to implement strategies and cross-training efforts.
- Create presentations and communicate with the Executive Team about recommended plans and strategies.
- Identify problems and develop effective solutions quickly.

Financial Management:

- Assist in budget preparation and financial planning.
- Analyze budgets to minimize expenses without sacrificing outcomes.
- Monitor financial performance and manage corporate budgets.
- Ensure compliance with financial policies and regulations.

Human Resources:

- Manage human resources processes, including recruitment, onboarding, and training.
- Manage human resources requests regarding raises, leave/vacation, professional development, etc.
- Foster a positive and inclusive work environment to motivate all Indigenous and non-Indigenous employees.
- Ensure compliance with employment laws and organizational policies.

Communication and Collaboration:

- Facilitate effective communication and collaboration within the organization.
- Collaborate with the Executive Team to support its decision-making.

Experience and Qualifications

The ideal candidate will have a post-secondary degree in business administration, non-profit management, environmental science, or a related field with a minimum of 5 years of experience in operations management, preferably in a non-profit or environmental organization. Individuals will have a passion for environmental conservation and sustainability and a strong understanding of non-profit operations, including financial management, human resources, and project management.

Given the virtual nature of CIER's work, individuals must be able to work in a fully remote capacity at CIER's full discretion. In this role, you will collaborate closely with other team members. The successful candidate must have access to a secure and reliable internet connection and a laptop with fully functional WIFI capability. This is a full-time position and a Flex-time Agreement is required. A valid class 5 license is required.

Candidates must be able to demonstrate the following:

- Translate big picture goals into operational tasks and needs
- Be motivated by helping teams improve and accomplish their goals
- Possess excellent organizational, quality control, and detail management skills
- Be a leader that inspires, supports and builds effective teams
- Possess exceptional people skills in building accountability within organisations
- Be an exceptional written and verbal communicator with strong interpersonal and collaboration skills
- Understand and have knowledge of Indigenous cultures, communities, histories and dynamics
- Able to work independently while accessing structure and assistance when needed
- Be able to coordinate multiple people and systems operating in a virtual environment

Candidates also need to have strong skills to perform the following:

- Streamline staffing, human resources, and administration activities
- Analyze, assess and improve operational processes
- Develop, interpret, apply and update organizational policy
- Manage physical and virtual documents
- Identify opportunities for increased effectiveness and efficiency
- Work with cloud platforms and other technology associated with virtual office environments

If you have strong planning and organizing skills and have a desire to contribute to environmental sustainability, then please forward your resume to Katie Derksen at Kate.Derksen@mnp.ca.