



Position Available: Manager, Western Canada Operations

JOB DESCRIPTION

Are you a self-motivated and driven person who is organized and enthusiastic about supporting youth and educators in making a difference in the world?

Free The Children empowers youth to fulfill their potential to be agents of change. Through our organization's unique youth-driven approach, more than one million young people have been involved in our innovative programs in more than 45 countries. Founded by international child rights activist Craig Kielburger, Free The Children has an established track-record of success, with three nominations for the Nobel Peace Prize and partnerships with the United Nations, and Oprah's Angel Network.

SUMMARY

Free The Children seeks a **Manager of Western Canada Operations** to join our Western Canada Office located in Vancouver, BC. The Operations Manager will support the Director, Western Canada and Washington State, and work closely with our Human Resources, Accounting, Donor Services and Operations, and Information Technology departments located in our headquarters. Our work environment appeals to self-directed, flexible team players who have great attention to detail, learn quickly, and relish the opportunity to hire and mentor new staff and support the office.

There is a six (6) month probationary period, upon reaching the three (3) month period all staff members are offered a health plan.

Please e-mail your resume and cover letter to jennifer.napier@freethechildren.com and include "Manager, Western Canada Operations" in the subject line.

While resumes are important, we want to know what makes you a great fit for our team and culture. We will consider resumes on a rolling basis and would like the right person to join us as soon as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Human Resources

- Accountable to Director in Western Canada and Global Human Resources
- Responsible for recruiting, hiring, mentoring, and retaining all local positions;
- Liaise with the HR team and Associate Director of Training & Development to implement training and on-boarding for all new local hires;
- Stay informed about relevant federal and provincial employment regulations;
- Oversee local HR functions in Western Canada;
- Organize and support in all staff reviews;
- Represent Free The Children at job fairs, recruiting events, etc. as local HR representative;
- Join weekly HR team department meeting at headquarters via teleconference

Staff Engagement

- Serve as first point of HR contact within office for all Western Canada staff;
- Research and deliver personal/professional development opportunities as needed and employee engagement through office events and socials

Finance & Operations

- Track office expenditures and submit regular financial reports to Accounting;
- Prepare board updates on office and financial-related activities as needed;
- Oversee all office, facility, and automobile management;



- Constantly seek to improve and streamline office-wide systems and processes;
- Maintain regular communication with vendors and ensure all accounts and bills are paid in a timely fashion;
- Manage and coordinate office inventory for daily operations and events;
- Prepare and track staff expenses and reimbursement;
- Plan logistics for Free The Children special events as required;
- Connect regularly with the Washington State office Manager on operational, financial, and human resources tasks

General and Administrative

- Support in processing of donations from external stakeholders;
- Support in tracking donor information within the state through our database and CRM tool

Perform other duties as directed, developed or assigned.

SUPERVISORY RESPONSIBILITY:

- Reports directly to Director, Western Canada and Washington State
- Supervises all employees in the Western Canada office from an HR-specific and operational capacity. Provide mentorship and support to staff; coordinate/support regular performance reviews; and lead the recruitment and hiring process for all new staff members.

SKILLS AND QUALIFICATIONS

- Bachelor's Degree required
- 1-2 years related experience in office management
- Clear and professional communicator as the HR Representative of the office
- Desire to hire, on-board, mentor and retain staff in a growing team
- Ability to diplomatically deal with difficult situations and people, while exhibiting a consistent level of professionalism and excellent judgment
- Strong organizational skills, process-oriented with high attention to detail
- Demonstrated ability to work well both independently and within a team setting
- Ability to multi-task competing priorities while remaining flexible and calm under pressure
- Excellent comprehension and ease with application of all Microsoft Office programs
- Sound understanding of HR landscape through past work experience an asset
- Must have valid Canadian Driver's License

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this position, the Manager is required to spend extended hours at the computer. This position also requires moderate levels of travel.

If you are inspired and excited by collaboration, making friendships with incredible people, unique additional responsibilities like working on our We Days and your personal values align with our core values, we would love to hear from you. If you are looking for a predictable 9-5 work environment, this won't be the right fit.

Free The Children sincerely thanks all those who apply, however only those considered for an interview will be contacted.