



## **Job Description Operations Manager**

### **Job purpose:**

The Operations Manager will manage the day-to-day operations of the facility, establish policies and procedures for the building, staff and services as well as, recruit, hire, train and supervise employees of the Centre.

### **Responsibilities/Duties:**

- Ensuring the building meets health and safety requirements and managing to ensure equipment and facility are properly maintained
- Developing a viable work plan for the management of the thrift store and material donations
- Managing the operational budget for staff, programs and services and building needs in collaboration with the Executive Director
- Coordinating, managing and monitoring the workings of various departments in the organization
- Development and implementation of organizational strategies, policies and practices with the Executive Director
- Controlling inventory. Recommending effective strategies for the financial well-being of the Agapè Centre
- Working with the Executive Director plan the use of human resources; recruitment and placement of required staff; delegation of tasks and accountabilities; establishing work schedules; supervising staff and monitoring and evaluating performance
- Maintaining, organizing and managing existing events from concept to completion, ensuring they operate smoothly, efficiently and generate maximum revenue and exposure with the Volunteer Coordinator and Executive Director
- Participating in the preparation of fundraising activities when needed
- Monthly operational report prepared monthly for Executive Director
- Representing the Centre in the absence of the Executive Director

### **Requirements/Qualifications:**

- University Degree
- Management Experience
- Bilingualism is a definite asset
- Personable and able to develop a positive rapport with individuals while maintaining a strong sense of professionalism
- Demonstrate a high level of flexibility, pleasant persona coupled with sound judgment; discreet and able to maintain confidential information

- Ability to set priorities and manage workloads with minimal supervision; work independently on several projects concurrently
- Excellent written and oral interpersonal communication skills; media relations experience is an asset. *Presentation and written skills will be tested.*
- Comfortable in a leadership role; ability to mentor and coach
- Project management, organizational and prioritizing skills; problem solving and organizational skills; attention to detail is imperative
- Strong computer skills a must; proficiency in Microsoft Word, Excel and Publisher is required. *Computer skills will be tested.*
- Attention to detail is critical; experience in planning and implementing events including expertise in attracting sponsorships
- Must be a team player and have the ability to work with a diverse group of individuals (ranging from Agape management, corporate leaders, staff and volunteers) and be self-motivated
- Retail experience an asset

**Working conditions:**

- Must be available to supervise and attend special events; at times requiring evening and/or weekend work
- Must be able to work in a busy, at times hectic environment with distractions
- Must be comfortable in an office environment and able to work with several people at any given time

Please send ALL of the following documents to be considered as a candidate:

- 1) CV
- 2) cover letter explaining how you meet each of the qualifications,
- 3) a 3-4 paragraph statement explaining your understanding of hunger as it relates to this community.

to: Alyssa Blais, Executive Director  
 40 Fifth Street West, Cornwall, ON K6J 2T4  
 FAX: 613.933.4971  
 or email to: [ablais@agapecentre.ca](mailto:ablais@agapecentre.ca)

Applicants should quote Job#:OperationsManager2014

DEADLINE for applications: Monday, March 31st, 2014 at 5:00 p.m.