MANAGER, OPERATIONS (Full-Time Permanent Position)

About Calgary Centre for Global Community

Calgary Centre for Global Community is a Canadian registered charity that provides education, engagement and research opportunities to enhance and expand Calgarians' capacity for responsible, well-informed, effective global citizenship. Our work recognizes the interconnectedness of local and global issues and their impact on the well-being of our communities.

About Humainologie

Humainologie is a division of the Calgary Centre for Global Community. Our mission is to centre people facing systemic barriers by amplifying their stories and celebrating their humanity. Our vision is an equitable world where every human is heard, included, and valued. We centre and celebrate people who have experienced systemic barriers due to their race, colour, gender, sexuality, and/or ability.

About the Role

The Manager, Operations role is a full-time, permanent role responsible for providing ongoing administrative, finance and governance related support to Humainologie. In addition, you will support fund development efforts and provide some assistance in the delivery of Humainologie events and film production.

This is a hybrid role; you will be part of a small team working remotely and will also be available for in-person meetings and events in Calgary with some limited evening and weekend work from time to time.

You are action-oriented, highly organized, and comfortable and excited to work in an equity-focused environment amongst diverse creatives.

Compensation

* $60,000 - $65,000 per year
* 30 hours weekly, four to five days per week with some flexibility with hours
* Tech/transport and health/wellness stipend provided in addition

 **Responsibilities include:**

Finance Related

* Completion of expense reports
* Conduct financial management tasks such as invoice payment, banking, account coding, and issuing donation and honoraria receipts
* Input all organizational transactions into Quickbooks
* Work with an accountant to issue quarterly financial statements and present statements to the Finance Committee and Board of Directors
* Liaise with financial institutions and manage signing authorities

Governance Related

* Attend Board meetings, draft Board, and other meeting, agendas and minutes
* File records with registries and CRA from time to time
* Oversee planning for the annual AGM

Administrative

* Compose routine email correspondence
* Assist with the scheduling of meetings, film shoots, and events
* Transcribe dictation from time to time
* Format documents in Word, Excel, and Canva
* Oversee payroll administration
* Arrange travel plans, itineraries, and agendas
* Coordinate contract signing, tracking, and filing
* Purchase of event and office supplies as needed

Fund Development

* Work with the team to identify and pursue sponsorship opportunities
* Research and scope grant/fund development opportunities
* Assist with the preparation and editing of grant funding applications and reports
* Oversee grant tracking, reporting, and compliance requirements
* Ensure timely communication with grant funders

Systems Oriented

* Identify and assess operational process and challenges and propose and implement solutions
* Research, recommend and coordinate the implementation of new apps, tech and file sharing systems
* Troubleshoot and assist with tech issues

Event & Film Production Support

* Scouting locations for filming and events
* Respond to requests from film festivals
* Film production tracking from time to time
* Assist with the planning and execution of various events
* Assist with managing invite and RSVP lists for various events as needed

Miscellaneous

* Conduct online research as needed
* Pick up and drop off items
* Provide support to a recently arrived refugee sponsored by our organization
* Support other members of the staff team, Board of Directors, SHADES cast and alumni, and other stakeholders, as requested from time to time
* Performance of other related duties as required

Education and Experience

* A minimum of three years’ work experience in a similar role is preferred
* Excellent interpersonal skills and written communication skills
* Action-oriented, you take initiative to improve and maintain efficiency and organization
* You derive joy from maintaining organized environments, working on numerous small tasks at once, being detail oriented and supporting others
* Demonstrated ability to keep organized records and filing systems
* You are agile and accountable as well as experienced at prioritizing tasks and managing multiple, ongoing deadlines
* Prior significant experience and familiarity working in a finance and administrative role/environment
* We represent and support women and gender nonconforming BIPOC creatives and changemakers, many of whom are part of the 2SLGBTQIA+ community. Lived experience connected to those we work with is preferred.
* Prior EDIA+ training, or experience in a setting where understanding of EDIA+ was required is an asset
* Ability to work and problem solve independently with minimal supervision, as well as to collaborate with a team

**Other Requirements:**

* Advanced skills in Microsoft Office (Outlook, Word, Excel) and QuickBooks. Competency with Adobe Acrobat and Canva preferred. Typing skills above 40wpm.
* Driver’s license and ongoing daily access to a vehicle
* Must be able to attend meetings, staff team co-working sessions and events in person in Calgary
* Flexibility for some evening and weekend work with notice (e.g. events and Board meetings)

Apply

Please apply to hello@humainologie.com with your resume and a cover letter including information on your related experience and interest, and your preferred start date. If you identify as part of one or more groups who have experienced systemic barriers, we encourage you to include this information in your cover letter.

CCGC/Humainologie thrives as a diverse team that reflects the communities we work with. We aim to include people who have historically been underrepresented: including Black and Indigenous people; people of the Global Majority; neurodiverse and disabled persons; and people from the 2SLGBTQIA+ community.

Applications will be reviewed on an ongoing basis until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

CCGC/Humainologie is a Living Wage Employer in the Province of Alberta. This means we are committed to paying our employees a living wage that allows them to meet their basic needs and participate in their communities. A living wage is different from minimum wage in that minimum wage is mandatory and the same throughout the province while a living wage reflects what people need to cover the actual costs of living in their specific communities. Payment of a living wage is a voluntary commitment from employers to go beyond the minimum.