



## We are hiring!

Our manager of programs & operations is taking a maternity leave, so we have to hire someone to fill her chair for a while! Are you up for the challenge?

### ***What does our manager of programs & operations do?***

The Manager of Programs & Operations is the organization's senior office professional, reporting to the executive director. The Manager of Programs & Operations' primary responsibility is the day-to-day management of financials, programming and office staff. The Manager of Programs & Operations is expected to demonstrate and contribute leadership, skill and knowledge in the areas of financial and office management, human resources, planning, programming, advertising and promotion.

**Financial Management:** Responsible for recording and tracking financials of the organization, including invoice maintenance, bill payments, bank deposits, tax receipts and maintaining the Simply Accounting records. Assist executive director with marketing packages and funding proposals. Prepare for and liaise with auditor for the annual audit and charities return. Plan the annual budget each year, with cooperation from executive director and treasurer of the board.

**Office Management:** Responsible for overseeing the day-to-day operations of the office, including training, supervision and guidance of office staff members and delegation of program tasks. Manage items of human resources, handle all aspects of payroll. Responsible for general office decisions, including ordering supplies, computer and phone maintenance.

**Program Management and Execution:** Responsible for the administration and execution of the major programs of the year, including timeline and checklist creation, logistics planning, committee meetings, delegation of tasks and maintaining relations with sponsors. Provide guidance to office staff in the execution of their respective programs/tasks. Responsible for logistics planning for *Take Pride Winnipeg!* –sponsored special events. Plan advertising for programs as program budgets allow. Promote *Take Pride Winnipeg!* programs via media releases and other promotion as required.

**Board of Director Relations:** Maintain communication with the board on programming matters. Report financial statements to board of directors. Formulate meeting agendas and maintain board meeting minutes. Assist executive director with creation of five-year plans.

***Of course, our manager has over fourteen years of experience in this position, so we can't expect someone new coming in to know EVERYTHING. What do we expect her fill-in to do?***

The main skills our successful candidate will possess are in the area of **financial management**. Experience and training in book-keeping and accounting are crucial (our office uses Simply Accounting software) and experience in payroll and budgeting are definite assets. Experience in office management as well as program management and development will be considered valuable.

We need someone who is flexible, has a good sense of humour and will fit in well with our current team of four staff. The tasks of the job will change seasonally—sometimes hourly—so we require an individual who can roll with these changes easily. Organizational and multi-tasking skills are imperative to this position, as well as strong written and verbal communication skills. If you are the successful candidate, you are also proficient with computers (specifically Microsoft Office programs and Simply Accounting software). We will expect the person we hire to have their own vehicle and valid driver licence, for use in some programming aspects. Post-secondary education is required.

Our salary is not in a high range, but the position provides the opportunity to learn many aspects of non-profit and gives you a chance to develop and share your unique talents. Show us how you can add to the dynamic of our team!

Hours will be Monday through Friday, 8:00 am to 4:00 pm, with some weekend or evening work required on occasion. **The term is expected to start June 2015**, with some cross-over time and training directly with our manager of programs & operations.

For the successful candidate, a paid parking space is provided.

**Criminal Record Check and Child Abuse Registry Check must be provided by successful candidate. A clean report is required for employment.**

**Valid Manitoba driver's license and own vehicle required.**

Are you interested in becoming a member of our team?

**Application Requirements:**

Please send your cover letter and resume (in Word-friendly format) directly to: Tom Ethans, executive director, [tom@takepride.mb.ca](mailto:tom@takepride.mb.ca). Please include an introduction in your email. Please do not submit resumes longer than four (4) pages in length.

**Tell us what skills you bring to the table.** How does your experience and education prepare you for this position? Why should we hire YOU?

We thank all who apply; only those candidates selected for an interview will be contacted.

**For more on Take Pride Winnipeg! and its programs, please visit [www.takepride.mb.ca](http://www.takepride.mb.ca).**