



Nanoose Place Community Centre

WE'RE HIRING!

Facility & Operations Manager

PART-TIME | 20-24 HOURS/WEEK | \$25/HOUR

Are you **resourceful, energetic and a natural people person** who likes making things happen?

Nanoose Place is looking for a **Facility & Operations Manager** to help keep our busy community centre organized, welcoming and running smoothly.

This is a great role for someone who enjoys variety. One day you might be helping a community group plan their booking, the next you're coordinating a repair, organizing an event, balancing the books or figuring out a practical solution to an unexpected problem.

We're looking for someone who is:

- Friendly, approachable and great with people
- Organized, energetic and self-directed
- Practical, resourceful and a natural problem solver
- Comfortable juggling bookings, schedules and priorities
- Confident with basic bookkeeping, invoicing and administration
- Comfortable coordinating contractors, cleaners and other service providers
- Willing to roll up their sleeves when something needs to get done
- Dependable and able to take ownership of a problem through to resolution

Experience in facility management, administration, bookkeeping, customer service, events, property management, recreation or nonprofit/community organizations would be a great fit.

A HANDS-ON COMMUNITY ROLE

Six-month probationary period | Flexible scheduling

Occasional evening and weekend requirements

This isn't a sit-behind-a-desk-all-day kind of job. We're looking for someone who genuinely enjoys **people, problem solving and being at the centre of a busy community facility**.

If you're the person who people turn to because **you know how to get things organized and get things done**, we'd love to hear from you. **INTERESTED? APPLY TO JOIN THE TEAM AT NANOOSE PLACE** Please do not call the office. Applications Close Sept.11.