



NISGA'A TS'AMIKS VANCOUVER SOCIETY

100 – 525 West 10th Avenue, Vancouver BC V5Z 1K9

Telephone: (604) 646-4944 Facsimile: (604) 646-4955 Website: www.tsamiks.com

Job Opportunity Office Manager

Permanent/Full time – Nisga'a Ts'amiks Vancouver Society (NTVS)

PURPOSE: As the primary manager of the public-facing non-profit operations of the Nisga'a Ts'amiks Vancouver Society ("the Society"), the Office Manager is responsible for the successful leadership of programs, services and functions by directing human resources in day-to-day operations.

The Office Manager assures the accomplishment of the Society's mandate to enhance the social, economic, physical, cultural, and spiritual well-being of Nisga'a citizens residing in Greater Vancouver and Lower mainland areas.

The Role:

1. Design, deliver and monitor all programs, services and functions:

- Monitor and evaluate programs, services, and functions to ensure consistency with criteria established by strategic direction of NTVS.
- To oversee the planning, implementation, and evaluation of all new and existing programs, services and functions delivered by the Society;
- To participate with the CEO and Board of Directors in developing a vision and strategic plan to guide the Society's programs, services, functions and other service delivery as required;
- Coordinate bi-monthly community meetings
- Chair Society staff programs, services and affiliated society meetings
- Ensure the office facilities are in compliance with safety regulations, such as local fire codes, handicap access, other laws
- Communicate the organization's safety policies in accordance with applicable federal safety standards and local laws.
- Ensure adequate supplies of office stationery, general office supplies, office furniture, and other equipment.
- Negotiate contracts and service level agreements for third party suppliers and/or service providers.
- Other related administrative board support

2. Communications:

- Develop and distribute monthly NTVS newsletter
- Liaise with appropriate NTVS departments to ensure all digital platforms are up to date and accurately reflect ongoing programs and services.
- Write, coordinate and design materials for internal and external communications, events, and programs and services

3. Human Resource Management:

- To serve as the direct report to the Society's Programs & Services, Outreach, Administration, and Maintenance staff.
- To recruit, train, develop and motivate courteous, knowledgeable staff;
- To establish a positive, healthy, safe work environment in accordance with all appropriate legislation and regulations;
- To ensure all new staff receive adequate orientation to the Society and appropriate training is provided;
- To design and implement a performance management process for ongoing performance monitoring, including conducting annual performance reviews;
- To discipline staff when necessary, using appropriate techniques and releasing staff when necessary according to appropriate procedure.

Qualifications:

- Diploma, degree or certificate in a related discipline (not-for-profit management, social services, etc.)
- 5 years senior management experience ideally in community-based non-profit environment with direct supervision of at least four (4) or more staff.

Skills and Abilities

- knowledge of project management, and human resources management, knowledge of leadership and management principles in a non-profit environment, interpersonal and team building skills, Proficiency in MS Word, Excel, and Outlook, Departmental budgets, and forecasts, problem solving, critical thinking, client-focused management, decision-making, priority setting, progress monitoring, and problem and opportunities assessment,

ACCOUNTABILITY: The Office Manager is accountable to the CEO.

Working Conditions

- The NTVS Office Manager works in an office environment, Monday to Friday, 9 am to 5 pm.
- The Office Manager will be required to work outside those hours from time to time.
- Occasional travel is required outside usual office hours.

Preference may be given to qualified Aboriginal candidates per Section 41 of the Human Rights Code. Please forward a copy of your resume with cover letter to:

APPLICATION DEADLINE: Please send a **Cover Letter** and **Resume** via email by 5:00 pm on Thursday June 7, 2023 to hr@tsamiks.com Or FAX: 604-646-4955.

Note: Only those who meet the criteria and have been screened through for an interview will be contacted.