



TOGETHER FOR A BETTER FUTURE

## Example Membership Organization

**Position:** Operations Manager (part-time; one year contract)

**Location:** Canada – working remotely

### Organization Overview:

Founded in 2011, the Example Membership Organization (EMO) serves as a national voice on professional development and rights-based advocacy. EMO promotes just and consistent practices across the professional members it serves. EMO is a non-profit, non-partisan organization. Its membership includes over 1000 professionals, academics, and students from across Canada. Relying on the broad experience of its membership, EMO has a mandate to research, advocate, and lead initiatives in its focus area.

EMO is a member-driven organization, led by a volunteer Executive Committee (Board of Directors and Officers). Substantive work takes place through various committees: Education and Membership, Litigation, Advocacy, and Research. EMO also has student chapters at institutions across Canada, coordinated by national student co-chairs.

EMO's volunteer executive and committee members currently carry out all organizational activities, including strategic planning, policy development, advocacy, events, communications with members and stakeholders, and operational support.

### Position Overview:

EMO is seeking to hire an Operations Manager on a part-time basis for one year, with the possibility of renewal depending on funding. Working remotely from anywhere in Canada, this position reports directly to the President and Vice-President. The purpose of this role is to support EMO in building and maintaining a more sustainable operational model. Key areas of focus include long-term financial sustainability, organizational policies and



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procedures, and strengthening administrative, communication, and information management systems. This position will also take over a number of existing administrative and operational tasks to help ensure the smooth functioning of the organization and its committees. While this will be EMO's only staff position, the successful candidate will work closely and collaboratively with the Executive Committee.

### **The Ideal Candidate:**

- Holds a post-secondary degree and has at least 5 years of experience managing operations in a Canadian not-for-profit organization (personnel management is not required);
- Has experience working within member-driven organizations;
- Is a team player and thrives in collaborative settings;
- Is self-motivated, independent, and follows through on work plans and tasks;
- Is organized, articulate, and comfortable in a fast-paced environment;
- Communicates clearly and understands the importance of maintaining strong relationships with members and stakeholders;
- Has excellent command of English (French is an asset);
- Is proficient in MS Office, Google Workspace, Adobe, Zoom, MS Teams, and can learn new systems and platforms as needed;
- Experience maintaining a website is an asset;
- Budgeting and financial planning experience is an asset;
- Familiarity with advocacy or professional associations is an asset.

### **Responsibilities and Tasks:**

This is a new position and responsibilities will evolve in collaboration with the Executive Committee. Key responsibilities include:

1. Planning
  - a. Collaborate with the Executive Committee to develop an organizational plan for sustainability, funding, communications, policies, and systems.
2. Fundraising
  - a. Research funding opportunities;
  - b. Draft grant proposals.
3. Internal Policies
  - a. Draft and maintain internal policies and procedures in consultation with the Executive Committee.
4. Communications and Information Management
  - a. Evaluate and improve communication tools and systems;
  - b. Manage member communications and organizational inboxes;

- c. Edit and format documents such as submissions, briefing notes, and public releases.
- 5. Operations and Administration
  - a. Assist the Treasurer with financial planning and budgeting;
  - b. Ensure CRA filings are completed, invoices are processed, and grants are tracked;
  - c. Support committee work and project coordination;
  - d. Organize internal and external meetings.

Salary: \$25,000 – \$55,000 (for 3 days/24 hours per week)

Benefits: 9 vacation days and 3 personal or sick days

Application Process:

Applications will be reviewed on a rolling basis. Please send your resume and cover letter through our website. Only applicants selected for an interview will be contacted. Location for recordkeeping: Calgary, Alberta