

## **Operations Manager; Full Time Position**

En'owkin Centre is seeking an Operations Manager to oversee and manage all administrative and internal operations. The full-time position will report directly to the Executive of the Board of Directors and its Finance and Management Committees. This person will play a critical role in managing the day-to-day effectiveness of the Okanagan Indian Educational Resources Society (En'owkin Centre) in the carryout of its services to the communities of the Syilx Okanagan Nation. The individual will provide management oversight to all programs, projects, and administrative responsibilities, including human resources functions of staff employment and performance. The individual will play a collaborative role with Program Managers in developing and implementing systems that increase the effectiveness and efficiency of work and support En'owkin's ability to grow and expand its services to communities.

This is an outstanding opportunity for a motivated and detail-oriented individual who wants to make a substantial impact while gaining a broad set of experiences relevant to non-profit management and leadership.

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Responsibilities include:

- **Program Operations (approx. 50% of role)**
  - Manage and oversee daily performance and carry-out of all programs and projects,
  - Manage and oversee fiscal accountability of all programs and projects including budget spending and insuring financial reporting to funders and directly to the Executive of the Board of En'owkin.
  - Oversight in the proposing and planning of all fiscally approved programs and projects to insure appropriate staff, security and resources.
  - Oversight, management and troubleshooting of all special events including responding to inquiries, scheduling and staff assignments.
  - Management of all staff workspace and space rentals for all classes and program activities.
  - Management and oversight of all operational policy to insure the health and well-being of all staff, students and guests.
  - Implement and undertake performance reviews of all programs, projects and events for reporting.
- **Administrative and Infrastructure (approx. 30% of role)**
  - Serve as first point of Administrative contact at OIERS/En'owkin.
  - Serve as first point accountability for security of the En'owkin Facility and Assets and Employees.

- Serve as first point of accountability for all safety procedures for staff, students & visitors in medical emergencies, danger and disaster evacuations.
- Manage offices and troubleshoot relationships with vendors for materials & supplies for staff & facility within approved budgets.
- Schedule and oversee support for board and committee meetings for recording, reporting and distribution of minutes, communications including scheduling travel and meetings. .
- Maintain, administer and organize staff training on effective use of computer platforms for filing and reporting formats and contribute to the integration of new processes as appropriate.
- Implement and undertake performance reviews of all staff in accordance with HR policy.
- **Financial control and oversight of administrative budgets, HR and Compliance (approx. 20% of role)**
- Oversight of day-to-day finance operations to insure timely financial statements.
- Liaising with accounting firm and Board Executive and Finance Committee.
- Implement and maintain monthly financial reporting from each department following OIERS procedures.
- Support annual audit process including data and material information provision.
- Maintain formal report filings to ensure compliance with federal and provincial requirements.

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## Qualifications

The successful candidate will demonstrate:

- Strong commitment to OIERS mission and values.
- Employment experience of 4 years in Indigenous organizational management.
- Administrative experience in a non-profit organization.
- Financial planning and administrative accounting a must..
- High levels of professional effectiveness, collaboration, integrity, optimism, and high energy.
- Outstanding organization and detail orientation.
- Comfort with computer financial technology; experience with Sage 300, Easy Pay and Simply Accounting systems preferred.



154 En'owkin Trail  
Penticton, B.C. V2A 0E1  
PHONE: (250) 493-7181  
FAX: (250) 493-5302  
EMAIL: [enowkin@vip.net](mailto:enowkin@vip.net)

- Excellent verbal and written communication and a keen attention to detail.
  - Experience with event planning, administration and office management, and/or recruiting.
  - Employee relationship development and management team-building experience.
  - Valid driver's license and own vehicle; willingness to travel to sites for program activities.
  - 4 years of work experience and appropriate certification or Bachelor's degree.
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**Closing Date for Applications: January 15<sup>th</sup>, 2019.**

Start Date: Negotiable to January 30<sup>th</sup>, 2019.

Remuneration commiserate with qualifications.

Applications Process: Please send Cover Letter and full CV including 3 references by email to Anna Tonasket at En'owkin HR. Email [justicecoordinator@vip.net](mailto:justicecoordinator@vip.net).

Call En'owkin Centre at (250) 493 7181 to enquire further