



JOB POSTING: Director of Operations

ABOUT MIGRANT WORKERS CENTRE (MWC):

Founded in 1986, MWC is a non-profit organization that works to promote and advance access to justice for migrant workers by providing legal services, advocacy, research, public education, and engaging in law and policy reform initiatives. Our members include migrant workers working in low-wage jobs in the care work, agriculture, food processing, retail, and hospitality sectors, including migrant workers who have lost legal status in Canada. MWC envisions a society in which all workers are entitled to secure immigration status and access to fair, safe employment. We strive to advance the rights of migrant workers to equally participate in Canadian society and the Canadian economy.

Our office is located at 302-119 W Pender Street in Vancouver, BC on the unceded, ancestral, and traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔt̓/Selilwitulh (Tsleil Waututh) nations.

JOB SUMMARY

Reporting to the Executive Director, the Director of Operations will lead the organization's administrative, financial, governance, operational and human resources work. This will require strong expertise in financial management, budgeting processes, development of organizational policies, operational infrastructure, and managerial experience. The successful candidate will show leadership, good judgement, and strong ethics.

This is a new leadership role in a growing organization, an organization providing vital supports, services and advocacy to a vulnerable and isolated community in BC. There is opportunity for the role to grow along with the organization and contribute to building a solid administrative and structural foundation for this important work.

DUTIES AND RESPONSIBILITIES

Financial Management

- Direct financial and administrative operations, including the preparation of comparative financial statements, long term funding strategy and budgets, and oversight of legal and financial obligations and reporting requirements
- Coordinate the annual budget process in compliance with the organization's targets and deadlines
- Manage all expenditures and/or contracts to ensure the organization operates within the budget and operational plan
- Oversee monthly financial reconciliation and development of financial reporting
- Responsible for financial reporting for all grants, sponsorships and gifts to the organization

- Manage financial sustainability by ensuring compliance with relevant policies, procedures and accounting principles
- Maintain relations with external auditors

Facilities and Technology

- Ensure that facilities meet the needs of the organization
- Monitor provincial health orders and ensure health and safety policy meets regulatory requirements
- Identify, develop and operationalize operational policies, procedures, and planning
- Act as Privacy Officer for the organization

Human Resources

- In collaboration with appropriate program staff, draft job descriptions and recruit staff
- Develop and update HR policies and procedures and Employee Handbook
- Administer employment agreements and ROEs
- Oversee monthly staff meetings and team building activities
- Liaise with Board Committees for volunteer placement
- Ensure workplace understanding and compliance with Employment Standards Act, WorkSafeBC, Human Rights Code, etc.
- Liaise with HR committee
- Design and implement Performance Review processes
- Supervise operations staff and volunteers
- Address HR issues

Governance (In collaboration with the Executive Director)

- Assist Board and Board Committees in development of policies and procedures
- Update Board Manual
- Support the Board Chair in scheduling and preparing board meeting packages and following up on board meeting action items
- Write annual report
- Ensure timely reporting under Societies Act

Communications

- Develop communications plan
- Lead development of new website
- Manage organization's website and social media presence
- Support program staff and volunteers in media and public relations
- Oversee projects related to the development and distribution of materials needed by the organization for fund development and program needs
- Develop and implement internal communications systems

Fund Development

- Collaborate with the Executive Director to identify and apply for grants that support the organization's mandate

- Create development plan that contributes to the diversification of financial support that MWC receives
- Actively cultivate relationships with donors
- Liaise with funders
- Oversee stewardship of volunteers and funders in collaboration with the Executive Director
- Oversee the development and management of fund development materials

SKILLS AND KNOWLEDGE REQUIRED:

- Must be exceptionally well-organized, able to prioritize tasks and meet deadlines, and work independently and part of a team
- Post-secondary degree or equivalent in a relevant discipline
- Preference will be given to candidates with 5+ years of experience in a similar role
- Experience in financial management, budgeting processes, development of organizational and human resources policies, and general operations in the non-profit environment, particularly social justice organizations
- Well-developed relationship building, diplomacy, and interpersonal skills, preferably with knowledge of working with a trauma-informed approach
- High degree of integrity, and commitment to equity, inclusion and decolonization
- Knowledge and familiarity with online platforms, technology, computer applications, and accounting software
- Experience supervising, managing and mentoring others
- Assets in the role include:
 - Ability to speak multiple languages, especially Tagalog and/or Spanish
 - Awareness of funding opportunities in BC and Canada
 - Understanding of the issues and barriers faced by migrant workers in regards to the legal system

WHAT WE OFFER:

- Salary is between \$70,000 – \$80,000 per year, commensurate with experience
- An insurance and benefits package, which includes dental and extended health benefits
- 20 days of vacation leave per year
- A paid winter holiday office closure in addition to vacation leave
- All provincial and federal statutory holidays
- Time off in lieu arrangements
- Up to 15 days of paid sick leave and up to 5 days of paid bereavement leave per year
- Professional development and training opportunities
- A staff team of diverse backgrounds who are committed to the rights of migrant workers and passionate about immigration/employment law reform
- Please note that MWC is in the process of introducing a defined benefit pension plan for eligible employees. It is anticipated that MWC will be enrolled in the plan by the start of this position.

MWC is committed to the health and safety of our staff members, volunteers, and clients. Due to the ongoing COVID-19 pandemic, most staff members are working in a hybrid model. We anticipate that the Director of Operations will do a combination of remote-based and in-person work, subject to public health orders and guidance, MWC's own policies, and individual health needs.

HOW TO APPLY:

Please submit your resume and cover letter by email only, no later than March 1, at 11:59pm PST to natalie@mwcbc.ca with the subject line of "Director of Operations Application." Applicants are encouraged to submit applications early, as interviews will be conducted on a rolling basis for the position.

We welcome and encourage applications from all individuals with relevant experience, including people with lived experience of migration and equity-seeking groups.

While all applications are considered, only those offered an interview will be contacted.