

**Operations Manager, BC Food Systems Network
6 month term with possibility of extension
Part-Time, 15 - 22.5 Hrs/wk**

From Canada's big cities to its remote land, waters, and rural communities, Tides Canada provides uncommon solutions for the common good.

Our mission is to help Canadians secure a healthy environment in ways that promote social equity and economic prosperity. To tackle the complex environmental and social problems that we face in Canada today, Tides Canada provides strategy, expertise, and tools to ensure changemakers can get from vision to impact.

Position Overview

BC Food Systems Network (BCFSN) is a project on Tides Canada's shared platform. BC Food Systems Network builds relationships between communities, organizations, and individuals working to create sustainable food systems across British Columbia. BCFSN collaborates to undertake awareness building and education, and to develop balanced and sustainable policy proposals that reflect the needs and interests of a wide range of stakeholders.

The BC Food Systems Network is looking for an Operations Manager to provide high-level administration, and develop and manage internal controls for BCFSN. The administrative systems and tools they develop will integrate with and complement existing Tides Canada policies, procedures, systems, and tools.

Anticipated Start Date: ASAP

Location: Remotely, ideally based in Vancouver or Lower Mainland

Salary: \$28-\$32/hour, dependent on experience

Key Responsibility Areas

Under the direction of the Project Director, and in partnership with the Tides Canada team, on both day-to-day and strategic operations the Operations Manager will:

- Support day-to-day operation of the BC Food Systems Network (BCFSN) as a project on Tides Canada's shared platform
- Manage organizational document repositories (filing and tracking systems, version control, etc.) and create and manage standardized templates (letterhead, etc.)
- Draft letters and other non-binding documents
- Work with Tides Canada to negotiate and prepare contracts, leases and agreements for Project Director approval
- Support the production of reports and other documents through formatting, editing, and collation
- Monitor and report on organizational finances to the Project Director, Treasurer and Steering Committee
- Create and develop project budgets, monitoring and tracking systems

- Support program evaluation schedules and processes
- Manage invoicing and expense processes as appropriate
- Work with the Project Director to provide expertise and support for annual/ongoing organizational planning, budgeting and fundraising
- Oversee all internally-managed communications infrastructure, including website(s)

Specific duties:

1. **General Organizational Duties:**
 - Work with the Project Director to develop strategic planning and tracking documents
 - Work with the Project Director to identify key performance indicators at the organizational and initiative/program levels that will track progress towards the fulfillment of strategic objectives and guide management decision making
 - Ensure strategic and operational planning includes measurable outcomes that can be tracked and reported on at appropriate intervals
 - Assist the Project Director in preparing and distributing documents required for Steering Committee meetings and Annual Meeting
 - Assist the Project Director in preparing grant applications
 - Support project policy development
2. **Internal Administrative Systems Development and Management:**
 - Develop, manage, monitor and assess administrative systems in conjunction with existing Tides Canada systems
 - Set up and maintain the filing system, both electronic and paper
 - Assist Steering Committee and staff to access the filing system, providing training and support as needed
 - Develop and maintain security systems and backups of electronic files and records
 - Design and implement a BCFSN project management methodology that includes timely, accurate and relevant work planning and reporting to internal and external stakeholders
 - Work closely with staff and contractors to ensure they have the required administrative support while ensuring that the BCFSN's project management methodology is followed
 - Prepare and maintain grant application and reporting schedules
 - Assist the Project Director in preparing reports for granting and other funding agents as requested
 - Track and prepare the semi-annual political activity and fundraising reports for Tides Canada
 - Assist the Project Director in editing, formatting and producing monthly program reports for Steering Committee
 - Set and manage HR and program evaluation schedules
 - Maintain familiarity with HR guidelines, policies and practices of Tides Canada and ensure paperwork related to all employees and contractors is filed as appropriate (e.g. vacation requests, sick time, change requests for employment letters)
 - Ensure relevant BCFSN policy and procedures are appropriate, up to date and in line with Tides Canada Operations Manual, policies, and procedures



3. Financial Management:
 - Work with the Project Director and Treasurer to develop, document, implement and maintain financial policies and procedures in conjunction with existing Tides Canada systems
 - Work with the Project Director in developing the annual budget and quarterly financial reporting and forecasting
 - Complete expense, invoicing and payment forms, processes and procedures as required for Tides Canada
 - Track contractor invoicing schedules and manage payment approval processes with Tides Canada
 - Prepare invoices and grant payment requests and submit to Tides Canada for completion

4. External Communication and Relations:
 - Establish and maintain the project's contact database and electronic mailing lists
 - Work with the Project Director, other staff and contractors to complete, edit and distribute the newsletter and other electronic communication as required

Qualifications Required

Education:

- Post-secondary education in administration and business and/or several years' administrative and managerial experience in a small- to medium-sized organization

General experience and skills:

- Proficiency in office management; excellent organizational and project management skills
- Expertise in developing and maintaining financial reporting including the production of budget documentation
- Strong analytical skills with experience in strategic and operational planning
- Knowledge of organizational performance management methodologies and risk mitigation strategies
- Advanced office computer skills, including word processing, use of graphics, document production and spreadsheets; experience using database software is an asset
- Proficiency in website production and management
- Proficiency in plain English writing and proofreading skills
- Experience in the not-for-profit or charity sectors is an asset

Working Conditions:

- Must have reliable access to office space and equipment

How to Apply

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly tell us how your skills and experiences are a good fit for this position.
4. Briefly tell us about your current/most recent work. Why are you interested in substituting or adding work with the BCFSN?

Please send your resume and cover letter with your responses to the above questions to Brent Mansfield, director@bcfsn.org **by March 8, 2017. Thank you.**

For more information about BC Food Systems Network and Tides Canada, please visit:

<http://bcfsn.org/>

<http://tidescanada.org/approach/shared-platform/>

*As BC Food Systems Network is on Tides Canada's Shared Platform,
the selected candidate will be an employee of Tides Canada.*

***Tides Canada is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve.
We are proud to be an equal opportunity employer.***

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please