



Job Posting **Operations Manager**

Date Posted: April 5, 2024
Closing date: April 19, 2024

Internal / External Posting

1 Permanent Full-Time Position
Salary Range (\$43.41 – \$48.91 per hour)
Hours of Work – 37.5 hours a week

The John McGivney Children's Centre provides family-centered paediatric therapy services in the Windsor-Essex County community, enriching the lives of children and youth with special needs by helping them reach their full potential. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion. Reporting to both the Director of Client Services and the Director of Finance & Corporate Services, the Operations Manager works co-operatively with senior management to implement strategic initiatives. This position oversees the areas of Project Management, Facilities and Information Technology. The Manager works to improve operational processes and drive best practices to enhance organizational efficiency and effectiveness.

The Operations Manager's main responsibilities will be:

- Leading the development of short- and long-term organizational planning by providing relevant analyses and recommendations on business decisions.
- Developing and leading the implementation of new/ innovative approaches and projects; collaborating with senior management to develop, implement and maintain quality assurance programs.
- Managing the Centre's third-party IT vendor and ensuring IT infrastructure and organizational needs of the Centre are met.
- Managing the facilities department and providing direction to unionized facilities staff; and managing any facilities projects.
- Coordinating the Centre's accreditation review, in collaboration with the Director.
- Preparing the Centre's annual capital budget and the Facilities and IT operating budgets.

Qualifications:

- Post-secondary degree or diploma in Business, Finance, Operations Management or related field.
- A minimum of five years of work related experience in business operations.
- Strong financial analysis skills, with experience in budgeting and forecasting.
- Demonstrated experience and knowledge of project management principles and methodologies.
- Strong analytical skills and familiarity with business and financial principles.
- Excellent organizational and problem-solving skills; and excellent verbal and written communication skills.
- Knowledge of process and quality improvement methodologies and the ability to create strategies to achieve desired results.
- Experience in a not-for-profit or public sector organization considered an asset.

Please submit your resume and cover letter no later than 4:00 p.m. on April 19, 2024 to:

John McGivney Children's Centre Human Resources Department

hr@jmccentre.ca

*JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible. **~Helping Abilities Grow~***