

# Operations Administrator

The National Screen Institute is seeking a highly organized and detail-oriented individual to join our non-profit organization as the operations administrator.

Together with the director of operations and senior programs manager, you will play a crucial role in ensuring the smooth day-to-day operations of the organization, supporting various administrative functions, and implementing effective processes and procedures.

Your work will contribute directly to our mission of making a positive impact in the community. This position is well-suited to someone with exceptional organizational skills, excellent attention to detail and a passion for supporting non-profit initiatives.

**Location:** Winnipeg, Manitoba

**Status:** Full-time, term position (August 1, 2023 – March 31, 2025)

**Reports to:** Director of Operations

**Salary:** \$45,000

**Application deadline:** July 11, 2023, 11:59 p.m., Central Time.

## Responsibilities and duties

### Program support

- Collaborate with program managers and assist with the development of program materials including schedules, submission forms, travel itineraries, objective timelines and resource requirements.
- Assist program managers to facilitate and execute program activities according to the defined schedule and objectives.
- Under the guidance of the finance program manager, assist with program expense coordination and collaborate with the finance team to ensure accurate and timely recordkeeping.

### Operational support

- Serve as a central point of contact for the organization, directing inquiries to the appropriate department or program manager.
- Assist in the coordination and execution of events, programs and campaigns including logistics management, participant registration and material preparation.

- Under the guidance of the director of operations and senior programs manager, propose and assist in the development and implementation of operational policies, procedures and workflows to increase efficiency, productivity and service.
- Maintain accurate and up-to-date program records, files, databases and documentation related to operations, processes, policies and procedures.
- In collaboration with the director of partner support, provide regular updates and prepare reports, presentations, memos and other materials as needed for key operational reviews, meetings, grant reporting and partner acknowledgment purposes.
- Working with the director of operations, provide support to staff members on software and technology tools to minimize disruptions to operations, escalating issues when necessary.

## Qualifications and skills

- Bachelor's degree in business administration, operations management, or a related field (or equivalent experience).
- Experience (2-3 years) in administrative roles, preferably in the non-profit sector.
- Strong organizational, problem-solving and time management skills, with the ability to handle multiple priorities and meet deadlines.
- Proficiency in using office productivity tools (e.g., Microsoft Office Suite, Google Workspace).
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to maintain accuracy in a fast-paced environment.
- Ability to work independently as well as collaboratively within a team.
- Knowledge of grant writing and reporting processes would be an asset.
- Commitment to the mission and values of the National Screen Institute.

Note: This job description is intended to convey essential job responsibilities and qualifications. It is not an exhaustive list of duties, and the role may evolve over time based on organizational needs.