

Operations Administrator

Are you a tech-savvy, hyper-organized individual who excels at keeping things running smoothly? We're looking for an operations administrator who not only meets deadlines but beats them, uses tools like SharePoint and Asana to enhance productivity and is a wizard with Excel.

If you're passionate about transforming manual processes into streamlined automated systems and can adeptly support a dynamic team of program managers in executing training programs, we want to hear from you! Join our non-profit and play a pivotal role in maintaining our operational excellence.

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.

As the ideal candidate, you are also passionate about storytelling and storytellers; and you value equity, diversity and inclusion, and are knowledgeable about these issues. You are a supporter of the [values which guide the work of the National Screen Institute](#), have experience working cross-culturally and are committed to serving storytellers from underrepresented communities.

Location: Winnipeg, Manitoba

Status: Full-time, term position (May / June 2024 to March 31, 2025 with the possibility of an extension)

Reports to: Director of Operations

Salary: Pro-rated salary based on \$45,000 per annum

Application deadline: May 13, 2024 by 12 p.m., Central Time

Responsibilities and duties

Program support

- Work closely with program managers to develop and organize program materials, including application forms, selection committee assessments, participant and mentor contracts, schedules, travel itineraries, timelines and resources.

- Maintain tracking spreadsheets for each training program promptly recording invoice payments and schedules, participant and / or mentor information, legal agreements and other key items.
- Create surveys and gather key information from participants and mentors before, during and after training.
- Assist program managers in facilitating and executing program activities and providing in-person support during training workshops.
- Under the program finance manager's direction, help coordinate program expenses and collaborate with the finance team to maintain precise and timely financial records.

Operational support

- Act as the primary point of contact for the organization, efficiently directing email and phone enquiries to the appropriate team members.
- Keep program records, folder hierarchies and documentation related to operations, processes, policies and procedures up to date and accurate.
- In partnership with the director of partner support, monitor and track key metrics for meetings, grant reporting and partner acknowledgment.
- Under the leadership of the director of operations and senior programs manager, contribute to the development and refinement of operational policies, procedures and workflows to enhance efficiency, productivity and service.
- Help coordinate and execute events, programs and campaigns, managing logistics and overseeing participant registration.

Qualifications and skills

- Bachelor's degree in business administration, operations management or a related field (or equivalent experience).
- 2-3 years of experience in administrative roles, preferably within the non-profit sector.
- Exceptional organizational, problem-solving and time management skills, capable of managing multiple priorities and meeting deadlines.
- Proficient in office productivity tools such as SharePoint, Asana, Microsoft Teams and Excel.
- Excellent communication skills, both written and verbal.
- Strong attention to detail with a commitment to accuracy in a fast-paced environment.
- Ability to work both independently and as part of a team.

- Dedicated 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 based on organizational needs.

Benefits of working at the National Screen Institute

Our organization values employee well-being and flexibility, offering a hybrid work environment that combines remote and in-office work. Employees are expected to be in the office for certain days each week. We also support a balanced lifestyle with a four-day work week, running from Monday to Thursday. We seek dedicated individuals who are committed to contributing positively and consistently to our team's goals.

How to apply

Only selected candidates will be contacted for an interview. We are an equal-opportunity employer and encourage applications from all qualified individuals.

Please submit your cover letter and resume to oyin.bolaji-idowu@nsi-canada.ca by 12 p.m., Central Time on May 13, 2024.