

Operations Manager (Vancouver)

The False Creek Racing Canoe Club, established in the 1980s, is seeking a knowledgeable, enthusiastic person with a strong leadership background to take on our full time Operations Manager position. As a key resource for an elected, volunteer Executive Board of Directors, your job is to manage Club operations and programs. You will help develop and implement Club policies and oversee Club personnel.

Responsibilities:

- Act as a first point of contact for the Club,
- Manage Club communications on all media
- Work in conjunction with the Program Coordinator (e.g. programs, courses, scheduling, invoicing)
- Work with the Executive Board, Staff, Discipline Representatives (Dragon Boat, Outrigger, Flatwater) and teams on day-to-day and special occasion operations
- Perform bookkeeping, banking, and bi-weekly payroll
- Coordinate with the Treasurer on budgets, investments, insurance policies, budget planning, and overall Capital budgeting management
- Assist with development and submission of Club policies and grant applications
- Develop strategies and opportunities to increase Club growth and performance and raise the Club's profile both locally and nationally
- Work with local suppliers and potential sponsors
- Establish and maintain excellent relations with internal and key external stakeholders such as local paddling clubs, paddling governing bodies (i.e. CKBC, DBC, CORA), government, indigenous agencies and communities
- Participate in the development and implementation of the Club's human resource planning, recruitment and hiring
- Manage and mentor staff and establish a culture of excellence throughout all Club operations

Qualifications and Experience:

- Minimum 2 to 3 years of operations management and customer relations experience
- Proven leadership ability and experience managing and mentoring staff
- Strong interpersonal, verbal, written, listening, and problem-solving abilities
- Accounting and payroll experience including knowledge of budgeting
- Good time management skills and attention to details
- Strong computer skills with intermediate experience using MS Office, QuickBooks (or other accounting package), website management (WordPress), and social media
- Ability to work independently, take initiative, and set priorities while knowing when to seek input/decisions from the Executive Board, self-starter, entrepreneurial, motivated
- Experience in volunteerism, sports employment, grant writing, working in a non-profit society are assets
- Familiarity with [FCRCC](#), another multi-disciplinary canoe club or sport organization would be an asset

Compensation:

This is a full-time position (40 hours per week). This position will develop over time. Preference will be given to those applicants willing and able to make a 2-year commitment to this position. Annual salary: \$50,000 - \$60,000 based on qualifications and experience.

TO APPLY:

Please submit a cover letter and resume in PDF format to fcrc.hr@gmail.com by Tuesday, February 1, 11:59 pm Vancouver time (PST). Résumés received after this time will not be considered. Email submissions only; no mail applications or phone calls.

Thank you to all applicants in advance for your interest in this position. Consideration will be given to those candidates legally able to work in Canada. Only those applicants selected to participate in the interview process will be contacted.