



FIRST PEOPLES WELLNESS CIRCLE

We Are Hiring:

OPERATIONS MANAGER

JOB POSTING

Area/Department:	Administration
Reports to:	Chief Executive Officer
Supervisory Responsibility:	Yes
Employment Status:	Regular Full Time
Location:	Remote
Salary Range:	\$72,800 to \$109,200
Commission Eligible:	N/A

First Peoples Wellness Circle (FPWC) is a national not-for-profit corporation that is governed and managed by Indigenous leaders and exists to improve the lives of Canada's First Peoples by addressing healing, wellness, and other mental health challenges. The mission of FPWC is to advocate for collaborative transformative change to create pathways to wellness and whole health for First Peoples shaped by diverse Indigenous cultural lenses. Our work focuses on implementation of the First Nation Mental Wellness Continuum Framework and supporting the First Nation workforce of Mental Wellness Teams.

We are currently looking to fill the position of **Operations Manager**. This is a full-time (37.5 hours per week), fully remote position. Our head office is located in North Bay, Ontario and individuals from Ontario may be given preference.

Position Purpose:

Under the direction of the Chief Executive Officer, the Operations Manager will be responsible for managing the day-to-day operational priorities of the organization. We are a small organization that values collaboration and teamwork.

Responsibilities:

- Responsible for human resource management activities including recruiting, hiring practices and performance reviews.
- Support the Administration and oversight of budgets and forecasts
- Create and communicate quarterly and annual financial reporting including supporting annual auditing processes
- Manage accounts payable and receivable, including payroll
- Support implementation and evaluation of strategic and operational objectives of the organization
- Administer benefits and pension plan of the organization
- Manage and mentor employees who support the administrative operations of the organization

- Lead change initiatives of the organization to support a positive organizational culture and employee satisfaction
- Actively pursue and obtain strategic and operational objectives
- Ensure operational activities remain on time and within a defined budget
- Motivating and supporting a small team within a time sensitive and demanding environment

Education & Experience Requirements:

- Bachelor's degree or higher in operations management, business administration or related field **Or** a college diploma in business administration/management
- Minimum of Five (5+) years of experience in operations management preferably in a social/health field in a First Nation organization

Skills & Qualifications:

- Excellent leadership skills
- Excellent verbal, written, and interpersonal skills.
- Working knowledge of financial management software programs, preferably Wage point, HubDoc, Xero.
- Working knowledge of human resource functions but not limited to policies, recruitment, staffing issues, attendance management, privacy, and health & safety.
- Strong attention to detail and ability to work with a high level of accuracy.
- Knowledge of general business software & aptitude to learn new applications.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong budget development and oversight skills.
- Ability to work effectively and liaise with partners, stakeholders, and colleagues.
- High level of professionalism
- Ability to act with discretion and handling confidential and privileged information
- Excellent time management and organizational skills.
- Ability to work flexible hours and travel as necessary
- Knowledge of Indigenous cultures with a focus on First Nations.

Language(s):

- Fluency in English (verbal and written)
- Use of or fluency in an Indigenous language would be an asset

Working Environment:

- This position is remote, work from home role
- Access to reliable internet, and private office space to work

What We Offer:

- Very competitive salary, with full benefits and pension plan and a stipend for working from home
- 3 weeks of paid leave, plus an additional 2 weeks of paid leave over the Christmas break
- Work with a team of supportive and caring professionals, committed to bettering the mental health of indigenous communities

Qualified applicants are invited to submit their resume and cover letter, demonstrating how they meet the criteria. While FPWC appreciates all applications, only those who meet the qualifications will be contacted for an interview. First Peoples Wellness Circle gives preference to First Nation applicants for any employment opportunities as per Section 24(1)(a) OHRC.

Deadline: Applications will be received until position is filled.

Please submit application to: Subject Header: FPWC Operations Manager

By mail: First Peoples Wellness Circle
Marilyn Kimewon, Executive Assistant
857 Yellek Trail
Nipissing First Nation
North Bay, ON P1B 8G5

via email: marilyn.kimewon@fpwc.ca