



**Position Title and Grade:** Operations Coordinator II, Full-time, Permanent

**Reports to:** Director of Operations

**Hours & Pay rate:** \$26.79 - \$28.43 per hour, 35 hours per week.

**Benefits package:** Extended Health benefits package available after 3 months.

3% matching group RSP available after one year.

**Position Location:** 2055 Rosser Ave. Burnaby, BC, V5H 0B

*The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency located in Burnaby, BC and dedicated to addressing identified community needs through a variety of programs and services.*

**Overview of Functions of the Position:**

The Operations Coordinator works within the BNH staff team to support projects, registration, data collection, reporting, risk management, volunteers, community members, and organizational administration.

**Responsibilities:**

- Responsible for data collection and reporting
- Responsible for Risk Management assessments, reporting and adherence
- Coordinate various projects for marketing and resources materials and guides for major publications as required
- Manage support staff on various projects and publications as required
- Organize and maintain detailed records, meet deadlines
- Monitor current projects, coordinate team members and volunteers to keep workflow on track
- Responsible for organizing, planning and administration for meetings
- Responsible of the planning and execution of operations for major projects
- Responsible to maintain confidential information and Financial Management
- Manage existing external relationships and build strong partnerships within the Burnaby Community
- Administrative Support: general administrative tasks to support operations

**Direct Reports: Yes**

**Qualifications:**

- Degree or diploma and/or accreditation in business administration or equivalent work/education experience
- Solid organizational skills, including multitasking and time-management
- Familiarity with risk management and quality assurance control

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- Project Management designation and/or relevant experience
- Proven experience leading teams and volunteers through project planning and execution
- Working knowledge of organizational policies, and procedures
- Excellent oral and written communication skills to facilitate positive interactions with all levels of the organization
- High proficiency with Microsoft Office Applications including: Word, Excel, Outlook, OneDrive, Forms, and SharePoint

In addition to bringing a commitment to Burnaby Neighbourhood House vision and values, the candidate should possess the following competencies:

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you
- Leading Others • Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners
- Make an Intentional Impact – Advance the strength and cause of BNH

**Other Details:**

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply.
- Vaccines up to date

**Hours of Work:** 35 Hours per week

**Accountability:** This position reports to the Director of Operations

**Hours & Pay rate: \$26.79– \$28.43 (dependant on experience)**

Extended Health benefit package (after 3 months) 3% matching group RSP (after one year)

**Deadline: March 31, 2025**

**Start Date: Negotiable**

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

**To apply please email resume to:** [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**No phone calls please**

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