



940 Lynn Valley Road, North Vancouver  
B.C. V7J 1Z7

The LVSS is seeking a proactive, energetic, solutions based Operations Manager for a 1 year part time contract. *(28 hours/week; business hours with occasional evenings and weekends)*

The Operations Manager ensures the efficient day-to-day operations of LVSS, including promotion of a welcoming presence to all users and visitors to Mollie Nye House.

The Operations Manager reports directly to the President of the Board and liaises closely with stakeholders such as North Vancouver Recreation and Culture, DNV Operations and maintenance staff and other interested parties. For more information about us, please visit [LVSS.ca](http://LVSS.ca) and [MollieNyeHouse.com](http://MollieNyeHouse.com)

#### **Primary Duties**

- Promote, coordinate and process rental use of and programs at the Mollie Nye House
- Provide information about registered and drop in programs
- Take responsibility for all registered programming
- Coordinate Mollie Nye House maintenance schedule in accordance with DNV
- Recruit, manage and support volunteers (specifically front reception)
- Act as liaison to and from the Board of Directors
- Perform general office management duties, including inventory management, provide monthly statistics, liaise with the Board, update and improve procedures
- Escalate issues to President of the Board as necessary
- Occasional evening and weekend work may be required, and, when requested by the Board, active participation in LVSS initiatives and promotional events

#### **Required Qualifications**

- Post secondary education in business, computers, or office management is an asset
- Strong computer and database skills, including MS Office suite
- Excellent written, oral and interpersonal communication skills
- Ability to prioritize tasks and delegate to volunteers
- Capacity to carry tasks through to completion with an exceptional attention to detail
- Ability to proactively identify solutions
- Must hold current First Aid and CPR certification or willing to take training
- Experience working in the non-profit sector is an asset

No applications will be accepted without a cover letter

Three references required – two of which must be professional references

The successful application will be required to complete a Criminal Record Check

Access to a vehicle is an asset

**Apply before 12 noon on August 7th 2018 PST to [Margaret.LVSS@outlook.com](mailto:Margaret.LVSS@outlook.com)**