



## Operations & Program Manager

PIRS delivers a range of community programs in the Greater Vancouver area. The Operations & Program Manager is a key senior role responsible for management of the programs, office and administration functions of the organization including website management, human resources, payroll, bookkeeping, and reception. As a member of the leadership team this position is integral to planning, program development and project management.

We are seeking an innovative leader to help sustain PIRS' recent growth and to build capacity for future growth. The ideal candidate will have a strong understanding of organizational systems, budgeting processes and the non-profit cycle of grant writing, reporting, and evaluation. You will be forward-thinking and results oriented with a strong focus on people leadership and relationship building with a wide range of community partners.

### KEY RESPONSIBILITIES

- Program and Office Management
- Oversee the Volunteer Experience
- Website, Social Media Management and Communications
- Leadership, Advocacy and Organizational Support
- Collaboration and Partnerships

### DESIRED QUALIFICATIONS

- Bachelor's degree in a related field or equivalent combination of experience and education. Human Resource Management, Administrative Management, Social Work, Human & Social Development, or the Social Sciences preferred.
- 2 - 3 years experience in management that includes areas such as human resources, communications, technology and administration
- Direct experience in payroll, information systems management and proposal writing is an asset
- Demonstrated excellence in people management and the ability to lead a team
- Experience in communications, social and digital media
- Strong organization and time management
- Demonstrated skills in writing proposals, procedures and communications
- Demonstrated ability in budgeting and program development
- Familiarity with the non-profit sector, settlement, language, childcare and employment training programs/services



## Position Information

Based in Vancouver, British Columbia, PIRS empowers immigrant and refugee women and children to fully participate in Canadian life through neighbourhood-based programs. Supporting immigrants and refugees since 1975, our vision is a society that values the diverse contributions of immigrants and refugees and promotes the enrichment of their lives.

With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work. We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

To apply, send resume and cover letter in one PDF document (3 pages maximum) to:

**Attention: Mariam Bouchoutrouch**

**Email: [ed@pirs.bc.ca](mailto:ed@pirs.bc.ca)**

**Email Subject: “Application: Ops & Prog Manager”**

**Deadline for applications is November 16, 2018.**

Thanks to all who apply. Only short-listed candidates will be contacted.

