

Posting: Operations Coordinator

Why Work with Us?

Be part of an impactful, mission-driven organization. At United Way of Thunder Bay, we are committed to improving lives and building a strong community by engaging individuals and mobilizing collective action. Join our passionate team and help create a better future for all through effective administration, financial management, and operational support.

Role Description

The Operations Coordinator supports the Manager of Finance and Operations with administrative, financial, and operational responsibilities. This includes providing general administrative and human resource support to the organization.

Your responsibilities will include overseeing the preparation and collection of receivables, preparing lottery license applications, and ensuring accurate recording of payments in the CRM system. You will provide backup support for CRM data entry and pledge processing, assist with donor designations, maintain records of revenue and expenses for special events, and support the annual audit process.

In human resources, you will coordinate new and replacement positions, manage payroll and benefits in the absence of the Manager, and handle employee records such as sick time, overtime, and vacation.

Additionally, you will research, implement, and maintain legislative organizational policies and procedures to ensure compliance.

Job Specifications

- Post-secondary education in a related field and/or appropriate experience in the non-profit sector is an asset
- Strong research skills and attention to detail
- Proficiency with Microsoft Office Suite and knowledge of CRM software
- Strong understanding of basic accounting principles and practices
- Proficiency with accounting software (preferably Sage50)
- Excellent written and verbal communication skills
- Use of a vehicle and a valid driver's license
- Clear criminal records check

How to Apply

If you are passionate about making a difference and have the required skills and experience, please submit your resume and cover letter to esayat@uwaytbay.ca by July 31, 2024.

The United Way of Thunder Bay is an equal opportunity employer who encourages applications from all individuals, including Indigenous people, persons with disabilities, visible minority groups and women.

Join us in creating lasting change in Thunder Bay!