



Job Opportunity

Job Title: Operations Manager

Terms: 20 hrs/wk, part-time, permanent

Start Date: Early January 2025

Wage: \$38 - 44/hr

Benefits: 5 weeks Vacation | Extended Health Benefits | 3 days Paid Professional Development

Do you feel excited about building systems, nurturing a positive and successful workplace culture, and leading non-profit operations? Are you passionate about supporting the EYA team in achieving our mission to empower environmental stewards on Vancouver's eastside? We're looking for someone who is driven, thoughtful, organized, and leads with integrity. In this role, you'll work closely with the Co-Executive Directors and lead EYA's operations work. We're seeking a detail-oriented and highly organized operations manager, who brings an anti-oppressive and innovative lens to their work.

Responsibilities

- Lead maintenance of EYA tracking systems, including program evaluation, donor engagement, and staff directories
- Co-lead management and implementation of EYA human resources systems and processes, including recruitment, hiring, onboarding, training, and performance review
- Co-lead EYA's annual planning process and monitor progress on operations objectives
- Deliberately nurture, maintain, and develop EYA's inclusive and supportive organizational culture by coordinating regular staff social events, team training and staff appreciation
- Support the development of updates to EYA policy manuals, ensuring compliance with applicable legislation
- Support the management of wage subsidies and federal grants, including monitoring spending & reporting deadlines, ensuring objectives are met, drafting reports, etc.
- Support the development of reports to the board and funders
- Support the coordination of EYA's Annual General Meeting in July
- Conduct research on best anti-oppressive and decolonial non-profit practices
- Ensure a clean and functional workspace for staff, including inventory tracking, supply purchasing, equipment maintenance or repair coordination, etc.
- Act as point person for office relationships including communication, invoice management, etc.

Requirements

- Bachelor's degree in operations management, human resources, management information systems, related field OR equivalent of lived and/or professional experience
- Experience with administration in a not-for-profit setting, or related field
- Experience developing organizational policies, practices, and systems
- Experience managing and mentoring staff or volunteers
- Skilled in creating, referencing and collaborating on digital documents and spreadsheets
- Able to work independently as well as collaboratively on a small team
- Highly organized, attention to detail and a good problem solver
- Committed to decolonial and anti-oppressive workplace practices
- Personal values fit with EYA mission and culture

Assets

- Experience with annual planning, evaluation, and reporting
- Experience with budgeting and financial management
- Knowledge of trauma-informed and anti-oppressive practices
- Familiarity with legislation governing non-profits and charities
- Familiarity with grant management
- Familiarity with land-based education and youth work

Don't meet every requirement? We encourage you to apply even if your past experience doesn't align perfectly. EYA honours lived experience and welcomes diverse ways of knowing.

Working Environment

The Operations Manager will be directly supported by the Co-Executive Director, Fundraising & Operations, but will also work closely with the Co-Executive Director, Programs & Operations. This role is focused on internal operations and supporting our team, but occasionally interacts with site partners, youth participants, and community partners including Indigenous Elders and Knowledge Keepers. The position requires frequent visits to EYA's office and programming sites in Vancouver's Strathcona neighbourhood. When not working at the office or stewardship site, this role can work from home.

Prioritizing Applicants From Equity-Denied Communities

To ensure that our team represents the youth in our programs, EYA prioritizes applications from people who identify as Indigenous, Black, People of Colour, 2SLGBTQIA+, living with a disability, and folks from other equity-denied communities. We encourage you to self-identify in your application. Your application will only be shared with the hiring team.

To support employees from equity-denied communities, EYA provides extra paid personal days, Indigenous Peoples' Day as a paid holiday, paid staff socials to connect with coworkers, frequent check-ins, and other supports as needed. EYA strives to provide a total compensation package that is fair, clear, equitable, and provides a dignified quality of life for our team.

About the Organization

EYA empowers youth from equity-denied communities to become environmental stewards. We provide land-based education and paid job training programs that integrate Western and Indigenous perspectives on land stewardship. Our work recognizes the intersection of social and environmental injustice. You'll be joining a collaborative team of caring, creative, fun, like-minded colleagues and an organization committed to decolonizing action. Find out more about our [team](#) and [work](#).

EYA operates on the unceded, shared territory of the xʷməθkʷəy̓əm (Musqueam), səliłwətał (Tsleil-Waututh), and Skwxwú7mesh (Squamish) Nations, also known as Vancouver. Read our [land honouring](#).

How to Apply

E-mail a resume and cover letter to Carmen Wong, Co-Executive Director, Fundraising & Operations with "Operations Manager application" in the subject line: jobs@eya.ca. We're not concerned about format, grammar, or traditional cover letter standards. We really just want to get to know you, how your experience aligns with the role, and why you're excited to apply. More casual written submissions are welcomed, or video/audio submissions if that is more comfortable for you.

The deadline to apply is **December 1st or until filled**.

We will respond to all candidates who apply, whether shortlisted or not. If you are shortlisted, you will be invited to a 1-1.5 hour Zoom interview with two EYA employees. You will be provided with interview questions in advance and will be compensated \$50 following completion of the interview.