
CATHOLIC CENTRE FOR IMMIGRANTS
CENTRE CATHOLIQUE POUR IMMIGRANTS

May 1, 2018

Salary: \$72,000 - \$80,000

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| Position: | Director of Operations |
| Effective Date: | July 2018 |
| Reports to: | Executive Director |
| Leads: | A team of approximately 90 staff, with 5 Program Managers as direct reports |
| Responsible for: | Directing the ongoing programming, operational and administrative activities of the organization to assure successful and effective service delivery to Catholic Centre for Immigrants (CCI) clients |
| Job Responsibilities: | <ul style="list-style-type: none"> • Provides ongoing advice to the Executive Director on strategic and operational issues • Provides support to the Board of Directors and Board Committees, as required • Responds to trends and standards in the field of immigrant services, and changes in government policies and legislation • Ensures smooth operations by ensuring cohesive use of resources across CCI, and that the necessary systems and procedures are in place for effective and efficient program implementation • Recommends and/or pilots the development of new programs • Oversees and monitors departmental operating budgets, according to the approved policies • Responsible for the development and submission of funding proposals • Supervises program Managers • Actively promotes and fosters a high level of employee engagement • Maintains ongoing and effective working relationships with funders and other external stakeholders • Supports human resources activities • Other special projects and duties as assigned |
| Required Qualifications: | <ul style="list-style-type: none"> • A minimum of 5 years experience with program development and delivery, and managing staff • Experience overseeing program budgets • Working knowledge of French would be an asset |

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| <p>Core Competencies</p> | <p>Planning, Coordinating & Execution Sets clearly defined objectives; identifies and organizes resources needed to accomplish tasks and achieve objectives; monitors performance against deadlines and milestones</p> <p>Decision-making Makes prompt, clear decisions which may involve tough choices or considered risks; produces workable solutions to a range of problems; takes responsibility for the results of decisions taken</p> <p>Building Relationships Establishes good relationships with stakeholders and staff; builds wide and effective networks of contacts inside and outside the organization</p> <p>Communicating with Impact Identifies the information needs of clients and colleagues; expresses key points of an argument clearly; projects credibility; shares personal pride in the mission of CCI with others</p> |
| <p>About CCI</p> | <p>Please visit our website for more information about our organization: http://cciottawa.ca/</p> <p>The CCI is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; Aboriginal peoples, First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and perspectives at the CCI to apply.</p> |

If you are interested in applying please follow this link to submit your application:

<https://charityvillage.com/app/job-listings/8c321539-3b4d-e811-80d3-14187768272a?search=true> or send directly to courtney@cciottawa.ca