
CATHOLIC CENTRE FOR IMMIGRANTS
CENTRE CATHOLIQUE POUR IMMIGRANTS

May 1, 2018

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

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

<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>

Please click on the link to apply for this position through [Charity Village](#).