

Operations Coordinator

Position:	Operations Coordinator
Organization:	EnviroCentre
Location:	Remote office, Ottawa-based
Starting Salary Range:	\$50,000 - \$55,000
Job Type:	Full-time, permanent (40 hours/week)

Are you a talented and highly efficient office administrator who wants to apply your skills to climate action at the local level?

EnviroCentre is an Ottawa-based environmental not-for-profit that supports local residents, businesses and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green City, Green Lifestyle and Green Business. We have been working for more than twenty years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

EnviroCentre has an immediate opening for an **Operations Coordinator**. This position is ideal for a highly organized, systems-oriented administrator who works well as part of a team, enjoys opportunities to liaise with external partners, and is looking for wide-ranging responsibilities in a fast-paced and inclusive environment. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

What Will Your Typical Day Look Like?

With this dynamic position, no two days will look the same! Reporting to the Operations Manager, you will play a key role in the smooth functioning of the EnviroCentre staff team by providing events coordination and operational support. EnviroCentre hosts or coordinates upwards of 150 outreach activities each year, from booths, to podcast interviews, to virtual workshops, to full-fledged community events that engage local residents in climate action and awareness. You will support the Operations Manager to ensure our wide roster of outreach events are executed efficiently, on budget and with excellence.

This position brings a unique opportunity to liaise with a wide range of environmental partner agencies and community actors, and to flex your

organizational skills in managing hundreds of logistics details. You will also support the smooth operation of our virtual office, including day to day accounting and general operational tasks including management of the telephone or technology systems, HR support and all the variety that keeps an office running smoothly. You will have the opportunity to work hands-on with nearly every EnviroCentre outreach program and support our complete staff team.

Specifically, the Operations Coordinator will be responsible for the following key functions:

Event and Outreach logistics coordination

- You will work with our program managers and coordinators to coordinate the logistics for community outreach events, webinars, workshops, booths and more.
- You will manage the master outreach calendar for the agency and ensure streamlined staff scheduling for outreach events, and smooth communications with program team members and external organizers.
- You will contact, book and coordinate communications for external speakers and experts
- You will create event scenarios for all outreach events, and ensure efficient and clear coordination of event details, roles, technology and planning for all events, in partnership with the outreach teams and the Operations Manager.

Office Operations Coordination

- You will be responsible for managing key components of the EnviroCentre virtual office environment, including telephone and technology systems, supplies orders, sustainable procurement and other assigned tasks.
- You will ensure efficient invoice management for designated programs within the Community Sustainability and Energy Programs teams to support and improve program efficiencies. You will ensure contractor and supplier invoices are correct and tracked accurately within Quickbooks Online.
- You will support the Operations Manager, as required, in HR and recruitment tasks.

Other

- You will provide administrative and organizational support to the Executive Director and Board of Director committees, when delegated by the Operations Manager.

Skills and Experience:

- University or college degree or equivalent professional experience in a related role
- 1-3 years in office administration and/or project coordination
- Proficiency in Microsoft Office programs and, in particular Excel, Teams, Zoom, Survey Monkey, MailChimp, Canva, and Quickbooks Online accounting software preferred.
- Comfort and experience with telephone and online communications in a variety of platforms
- Above-average attention to detail and ability to organize a wide range of tasks, large and small.
- Ability to provide organizational capacity to other team members and help colleagues adhere to timelines and deadlines through efficient project coordination
- Excellent interpersonal, team building and stakeholder relationship management skills
- Solid administration, coordination, time management and budgeting skills
- Digital skills and workshop design and facilitation considered an asset
- Demonstrated ability in or willingness and capacity to learn basic financial and/or bookkeeping tasks, supported by the accounts team
- Bilingualism (French-English) a strong asset

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support to employees who work from home.
- Frequent computer use.
- Occasional evening or weekend work

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described, but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Closing date: Monday, December 6

Anticipated start date: Immediately

Important: Please send your CV and Cover Letter to info@envirocentre.ca
Please ensure your CV file (PDF) includes your first and last name and the reference number (Reference# EC202110)
Example: Firstname_Lastname_EC202110.
Please also put the Reference# EC202110 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.