



 208 Evans Avenue, Office 117
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 www.amadeusz.ca

JOB TITLE: Manager of Operations

ORGANIZATION

Amadeusz is a charitable organization in Ontario that has been operating since 2009. Amadeusz supports young people who are incarcerated to create positive change in their lives through access to education, community supports, mentorship, and exceptional care.

JOB DESCRIPTION

The Manager of Operations will be responsible for managing all operations for the organization. The successful candidate will be expected to work full time **in person** at the Amadeusz office (208 Evan's Avenue Office 117)

TASKS AND RESPONSIBILITIES

- Grant writing and report writing
- Monitor financial health of organization in collaboration with Director of Finance (audit, budgets, grants)
- Outreach, partnership development, social media
- Plan and execute annual general meetings, create annual report
- Conduct community presentations for academic institutions, partners, and community members
- Attend funder meetings to report on outcomes of grants
- Work in collaboration with other program managers to ensure organizational success
- Coordinate Board of Directors meetings and prepare quarterly reports
- Ensure organizational needs are met (insurance policies, phone/internet bills, purchasing)
- Support in hiring and training new staff, volunteers, and placement students
- Maintain a strengths-based, anti-oppression, gender responsive approach to service provision
- Follow organization and institutional policies and procedures
- Coordinate events and fundraising campaigns using various online platforms
- Supervise placement students and volunteers
- Maintain positive relationships with staff team, partners, and stakeholders
- Attend staff meetings
- Various administrative duties

KNOWLEDGE AND SKILLS

- 2-3 years in a leadership position in the non-profit/charitable sector
- Bachelor's Degree completed in a social service, education, or related field, Master's degree is an asset
- Experience working with young people vulnerable to the involvement in violence and crime, and knowledge of their barriers
- Ability to maintain confidentiality of the highest level and work within institutional limitations
- Proficient in Microsoft Office
- Strong written and oral communication skills
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Experience at working both independently and in a team-oriented, collaborative environment

This position pays \$33.00 per hour for 37.5 hours per week. Access to a vehicle is an asset.

Please email your resume and cover letter to info@amadeusz.ca by December 8th, 2021, at 5:00pm. No phone calls please.