

Job Posting	Operations Officer
Organization	Egale Canada
Department	Finance & Administration
Reporting Relationship	Manager of Finance & Administration
Term	Permanent, Full-Time
Location	120 Carlton Street, Suite 217, Toronto, ON
Application deadline	September 5, 2022 at 4:00 PM EDT
Apply to	jobs@egale.ca , cover letter required (see details)

Who we Are

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

The Opportunity

Reporting to the Director of Finance & Administration, the Operations Officer is responsible for a range of duties around the coordination and communicating office activities, reception duties, supplies and stationery, health regulations, and general troubleshooting. The Operations Officer must ensure the confidentiality (as necessary) of files and follow organization procedures on retention and destruction. This individual must demonstrate a strong attention to detail and the ability to balance multiple demands simultaneously.

Core Duties & Responsibilities

- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Assist the Executive Director as required.
- Liaise with external vendors.
- Manage all aspects of the office operations including assisting the Learning Co-ordinator from time to time with facilitator needs.
- Provide exceptional customer service to both external clients and visitors as well as Egale staff.
- Manage appointments and meetings.
- Arrange travel accommodations in an economical and timely fashion, including flights, hotel bookings, car rentals, and related reservations.
- Ensure adequate supplies of office stationery, general office supplies, office furniture and other equipment.
- Assist in the coordination of organization events and/or conferences.
- Coordinate with IT service provider for computer deployments and other services.
- Ensure all equipment is onsite and working for new employees
- Orientation of new staff to the office on their first day
- Ensure office cleanliness and organization is maintained.
- Coordinate office seating arrangements and assign desks, phones, and other assets as necessary.
- Assist in the management of building security, such as the assignment of keys and alarm codes for approved personnel.
- Adhere to all policies and follow established procedures
- Provide and/or contribute to reports, statistics, written narratives and other administrative documentation as required.
- Other duties, as directed, for the delivery of the Department's strategic priorities and/or meet key deadlines.

Qualification Requirements

Education

- A certificate from an accredited institution in a related field required.
- A degree or diploma in a recognized post secondary institution in a similar field is an asset.
- Equivalent education and experience may be considered.

Experience

- Minimum of three (3) years previous experience working in an office setting with similar responsibilities is required.
- Experience with the coordination of complex travel arrangements nationally and internationally is required.
- Intermediate experience and knowledge of MS Office (Word, Excel, PowerPoint and Outlook) is required.
- Experience working in a not-for-profit, 2SLGBTQI community and/or social justice environment preferred.

Knowledge/Abilities/Skills

- Strong written and verbal skills to communicate with all levels of the organization and its internal and external customers.
- Excellent computer skills, including a high degree of proficiency in (i.e., Microsoft Office 365, MS Teams, SharePoint).
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Able to maintain filing systems, databases, and basic diary/minutes management.
- Excellent analytical and problem-solving skills.
- Good data entry skills
- Superior telephone manners and strong interpersonal skills.
- Strong customer service orientation
- First Aid skills and/or certificates are considered assets.
- Proven ability to multi-task in a busy environment, work well under pressure, and meet time-sensitive deadlines.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Strong attention to detail and quality with exceptional organization skills.
- Willingness to work with flexibility, including working alternative hours and changing priorities.



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Working Conditions: office work, onsite

Salary Range: As per established salary scale within the Collective Agreement

This position offers a comprehensive benefits package, a diverse and inclusive work environment, professional development opportunities, paid personal days, 3 weeks vacation, remote work option, flexible schedule, and the potential for further advancement within the organization.

How to Apply

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic copy of your resume/CV and a cover letter with subject line "Application for Operations Coordinator" to jobs@egale.ca by September 5, 2022 at 4:00 PM EDT.

Egale's Statement on Employment Equity and Diversity

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.