

## **Job Title: Operations Manager Cowichan Valley Basket Society**

**The Cowichan Valley Basket Society (Duncan Soup kitchen/Hamper Program) is seeking the ideal candidate to provide lead coordination in managing the operations of the Food Bank.**

They will also be exposed to folks struggling on limited incomes and addictions and respond with empathy and respect to those who join us for daily lunch in the soup kitchen and the 1200 families who participate in our grocery hamper program. We are looking for someone with proven skills but equally important are qualities of compassion, transparency and excellent decision making in accordance with the Food Bank's mandate and policies.

### **Education and Experience:**

**Key qualifications** include: Post-Secondary Education in Not for Profit Society management expertise, (Board relations, Budgeting); Social work, Corrections, Mental Health or Rehabilitation Life experience working with our client population will also be considered

Business administration/acumen, supervisory skills

Volunteer Development and Management; Donor and Sponsor Development; Inventory and Systems Controls; and Client Management.

Excellent written and oral communication skills. Proficient computer skills including use of Word, Excel, PowerPoint and other office applications.

### **Personal Attributes:**

**Friendly, Fair but Firm.**

Able to work in a busy, fast-paced environment. Good teamwork skills. Good time management and prioritizing of work. Skilled at problem assessment and problem solving.

### **Tasks and Responsibilities:**

The Manager has a broad range of responsibilities in the areas of operation management, financial management, personnel management and community relations. A detailed Job Description is available upon request.

### **Requirements:**

Valid class 5 driver's license, and a safe driving record (drivers abstract required) Must provide or submit to a Criminal Record Check. Must be able to cope with a physically demanding work environment, including stairs. Have the physical ability to lift items up to 15.9 kg (35 lbs.).

### **Supervision and Mentoring:**

The Manager reports to the Board of Directors of the Cowichan Valley Basket Society (CVBS).

The Manager is the leader and mentor for up to 11 full and part time staff members and for over 100 dedicated volunteers.

**Hourly Wage Rate: to commensurate with experience Monday through Friday 9:4:30** The position requires occasional work outside of normal office hours (special events campaigns

Applications will be accepted by email, [cvbsadmin@shaw.ca](mailto:cvbsadmin@shaw.ca), postal mail or in person.

**Attention: Colleen Fuller** 250-746-1566 or at 5810 Garden Street Duncan BC

**No Facebook resumes will be accepted**

Applications will be accepted until **August 31**.

Job description available upon request. References must be provided

**. Only those considered for interview will be contacted.**

The position will begin as soon as a suitable candidate is selected. There will be a cross over time to allow for training.