

## Position Description

<b>Position Title:</b>	PO Operations Manager
<b>Status:</b>	Full-time
<b>Compensation:</b>	annual salary range \$50,000-\$56,000
<b>Supervisor:</b>	Communications Director

Our goal is to be a diverse workforce that includes the voices of those who have been disproportionately affected by marginalization and oppression in sexual and reproductive health. We welcome applications from anyone who may contribute to furthering the mission of Options and especially seek applicants who are 2SLGBTQIA+, members of marginalized populations, persons with disabilities, Indigenous, Black and/or people of colour. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter, or resume.

### Organization Summary

Based in British Columbia, Options for Sexual Health (Options) is Canada's largest non-profit provider of sexual health services through clinics, education programs, and the Sex Sense program. Options seeks to provide comprehensive and accurate information, support for sexual expression and reproductive choice, and confidential clinical services that help British Columbians enjoy healthy sexuality throughout life. We gratefully acknowledge that our Provincial Offices are located on the unceded ancestral and occupied territories of the Musqueam, Squamish and Tsleil-Waututh nations.

### Position Summary

This Operations Manager position is well-suited to a skilled administration as it assists with all of Options programs and general office operations. It requires the ability to hold key administrative responsibilities for the larger organization and work on special projects as well as on-going support needs.

### Responsibilities

#### Technology

- Building and overseeing systems, processes and procedures, project management, records management and reporting support
  - The first project after orientation and onboarding will be the migration of current information storage systems to OneDrive and SharePoint
- Maintain the integrity and safety of data across platforms

Needs assessment and cost analysis of IT (hardware and software) in provincial clinic and satellite locations

#### Inter-program collaboration

- Reporting support to all programs

- Coordinating schedules, booking meetings, drafting agendas and internal reports, preparing and distributing minutes, communication of key documents for approval, board engagement, education, and communications plans
- Supporting the volunteer process

## Office Management

- Monitor and order office supplies, ensuring adequate stock levels
- Assist with supporting on-site office operations
- Support in the onboarding process for new staff
- Maintain a clean and organized office space
- Liaise with landlords, cleaners and other office related relationships
- Taking on special projects to support Options and overall organizational needs

## Fund development

- Management client relationship platforms and third party donor platforms
- Supporting and collaborating with the Executive Director and Communications Director in fund-development and information campaigns

## **Education, Knowledge, and Experience**

- Three to five years' experience in an administrative role with broad responsibility
- Bachelor's degree/College Diploma in a relevant field (e.g., communications, English, public administration)
- Excellent computer skills, including high proficiency in using Office 365 (e.g., Outlook, Word, Excel, PowerPoint, Teams, SharePoint, etc.)
- Experience in health care and/or non-profit settings an asset

## **Skills and Abilities**

- Non-judgmental and pro-choice
- Strong interpersonal skills
- Excellent time management skills
- Ability to maintain a high level of confidentiality and exercise sound judgment
- Highly collaborative and able to work effectively within a team and independently
- Must be legally able to work in Canada

All positions at Options for Sexual Health require a signed commitment to Options for Sexual Health's mission, values, objectives, and confidentiality policy.

To apply, please submit an application [online](#).

Applications will be accepted until the position is filled. The position is expected to start in mid-June. Candidates should be available to begin work around this time.

**Thank you for your interest in Options for Sexual Health  
We regret that only short-listed candidates will be acknowledged**