

Operations Coordinator

The Women's Centre of Calgary is seeking an Operations Coordinator to fill a full-time position. Work within an open, supportive team environment with a strong community based organization focused on social justice.

Manage agency wide structural tasks, including: IT management, overseeing data collection, facility management and licensing and compliance.

Duties and Responsibilities:

- manage IT security, equipment, software orders, database licences, subscriptions
- triage IT support and liaise with the IT consultant
- provide general troubleshooting of PCs and applications
- develop and oversee data collection as required for both internal and external reporting
- ensure space and facility are maintained, repaired and safe
- manage recycling, compost and waste contract
- inventory, order and ensure office equipment and supplies are maintained
- complete annual inventory
- ensure government licensing requirements are met
- oversee health and safety program and ensure risk management standards are met

Skills and Experience

- Minimum 2 years administrative experience and/or training
- Demonstrated organizational and information management skills
- Competency with Microsoft Office Suite, including Office 365, with proficiency in Excel
- Basic IT skills and familiarity with networking, and working in the cloud
- Experience in risk management and health and safety an asset
- Ability to multi-task and work in a busy, open environment
- Able to work independently and in a team
- Second language an asset

Hours: 36 hours per week

- Must be available to work two day shifts (8:30am-4:30pm) and two evening shifts (12:30-8:30pm) Mondays through Thursdays. Fridays - 9am to 1pm.

Salary range: \$55,000 to \$58,000

Please email resume and cover letter to Susan Gillies, Executive Director, to resume@womenscentrecalgary.org.

The Women's Centre is an equal opportunity employer and encourages applicants from diverse groups to apply.