



Operation Director

Job description

As part of a new, small, but very dynamic pan-Canadian organization, the person leading the operations will work closely with the Executive Director. S/he will play a key role in the design, set-up and supervision of the Centre's overall operations.

Required profile

The selected candidate should have a background in community organization and/or administration and practical management experience (including human resource management), ideally related to community organization. S/he should be fluent in English and French, both written and spoken, be autonomous in the organization of her/his work, thorough in her/his actions, have an eye for detail, be results-oriented, while adhering to CHTC social values and general guidelines.

Tasks and responsibilities

- Design, define, implement and oversee the set-up of all the Centre's operational procedures and policies, including those relating to human resources and grant-allocation process for groups seeking funding from the Centre;
- Write analyses, reports and action plans for the Executive Director, the Board or the Centre's funders;
- Participate in the selection, hiring and evaluation of personnel;
- Produce quantitative and qualitative analyses of the operation, evolution and progress of various projects and programs of the Centre;
- Make representations to community, institutional and government partners;
- Ensure the implementation and good administrative and budgetary performance of projects under her/his responsibility;
- Contribute to the smooth running and overall mission of the Centre.

Terms

- Permanent and full-time position;
- Competitive compensation, group insurance, pension contribution and other benefits;
- Location: Montreal;
- Available as soon as possible.

About CHTC

The CHTC is a resource and referral centre that supports the sustainability, development and accessibility of quality community housing across Canada. We contribute to the strengthening of the right to housing in a variety of ways, such as dispensing financial assistance to community housing providers, promoting the sharing of resources and knowledge, and developing tools to improve the management and operation of community housing stock, including through increased tenant participation.

Nomination Procedure

Interested candidates must send their file (CV and cover letter) in **PDF format** to info@chtc-ctlc.ca **before September 14, 2019**.