



Operations Manager

YMCA of Cape Breton in Glace Bay, NS

YMCA of Cape Breton Nova Scotia Works Employment Services Centre - Glace Bay

Nature and Scope:

The YMCA of Cape Breton is a charitable organization that offers programs and services in the areas of health, fitness, recreation, child care, education, day camp, employment, and international development. The Operations Manager will direct and oversee the workflow of the Nova Scotia Works Employment Services Centre - Glace Bay location, providing leadership to policy and program development, evaluation, and support to the YMCA Nova Scotia Works Employment Services Centre staff.

Responsibilities:

1. Develop and implement employment initiatives according to project/funder guidelines.
2. Develop and maintain partnerships and networks with Government Departments,
3. Develop organizational plans and procedures, coordinating staff activity across all program areas.
4. Monitor expenditures and ensure appropriate utilization of funds for all program areas.
5. Participate in hiring and training new staff.
6. Manage staff on day to day basis.
7. Produce regular reports for Executive Director.
8. Remaining current on local labour market issues in order to research, assess and develop opportunities and resources.
9. Evaluate program outcomes.

Qualifications:

1. Post-Secondary Degree in social sciences field; business, or education, or a related field with career development service focus
2. Experience in senior management capacity in Employment Service programming
3. Ability to plan and manage large operating budgets
4. High level of interpersonal and written communication skills

5. Extensive knowledge of local labour market issues
6. Extensive knowledge of federal and provincial programs related to employment and training

Reporting Relationship:

Reporting to the Executive Director YMCA of Cape Breton Nova Scotia Works Employment Services Centre

How to apply:

Please email a cover letter and resume along with three work related references to Marilyn Ruelland Executive Director, Employment Services marilyn.ruelland@cb.ymca.ca Only those candidates selected for an interview will be contacted. The YMCA of Cape Breton respects diversity and welcomes applications from Indigenous persons, African Nova Scotians, racially visible persons, women, persons of all abilities and members of all sexual orientation groups.

Closing Date: Aug. 24, 2018