
Operations Coordinator

**Are you passionate about social change?
Can you run the back end of an organization like a well-oiled machine?
Got mad communications skills?**

We are looking for an exceptionally organized individual committed to popular education and youth activism to join our small but mighty team! If you believe in what we do and looking for a challenging and rewarding career in a youth-driven non-profit organization, we want to hear from you.

Check Your Head: the Youth Global Education Network is a youth-driven not-for-profit organization founded in 1999 and based in Vancouver, BC, on unceded Coast Salish territories. Our mission is to educate, activate, and empower young people to engage in social, environmental and economic justice movements and to create a more equitable, democratic and sustainable future. Our main activities include workshops, training, supporting youth-led action, and engaging youth volunteers. www.checkyourhead.org

Type of Position: Permanent, full time (35 hours/week)

Start Date: August 2018

Compensation: \$40,000 to \$42,000/year depending on the level of experience + extended benefits package

Perks: Professional development opportunities, monthly 1 zone bus pass, flexible work hours

Office Location: Fraser St and Broadway at the Broadway Youth Resource Centre

Our Organizational Culture: Collaborative, passionate, curious, reflective, nurturing

Reporting to the Executive Director, you will be responsible for coordinating all aspects of operations within the organization.

Responsibilities:

- Set up, manage and streamline daily operations and systems (financial and records filing, internal and external communications, bookkeeping, CRM, etc.)
- Develop and monitor annual organizational and project budgets
- Develop and write grant applications and reports to the funders
- Assist bookkeeper and Board Treasurer with statutory filing
- Monitor compliance with Canada Revenue Canada charity requirements and the BC Societies Act
- Assist in the development and support the implementation of all aspects of the organizational fundraising strategy

Qualifications/ Experience

- 3-5 years of experience in operations, fundraising, and office administration, preferably in the non-profit sector
- Interest and commitment to social, economic and environmental justice, as well as the principles of anti-oppression and decolonization from an intersectional approach
- Highly organized with excellent attention to detail and the ability to manage several responsibilities at the same time
- Excellent financial and data management skills
- Experience with fundraising, donor relations and fund development
- Ability and willingness to learn new software
- Ability to balance work in a collaborative and team-oriented environment with meeting independent goals and targets
- Strong problem solving and communication skills, a creative mindset and the ability to work under pressure
- Established self-care practice

Check Your Head is an equal opportunity employer that encourages youth, people of colour, indigenous individuals, newcomers and immigrants, members of the LGBTQ2+ community, people of all genders and abilities, and members of other underrepresented communities to apply.

This position will be open until filled, and interviews will be taking place on a rolling basis until August 15th. Please email your application as **one PDF file** to contact@checkyourhead.org in the following format:

- Subject heading: *Operations Coordinator*
- Attached file name: *firstname_lastname_OC.pdf*
 - Cover letter
 - Resume outlining relevant skills and experience

We want to thank everyone who applies for this position in advance. Only successful applicants will be contacted for interviews, so please no follow up calls or agencies. The successful candidate will be required to complete a criminal record check.