

Job Posting Chief Operating Officer - Full-time Position

CMWI is a direct-service Family Resource Centre, serving its community through a variety of programs that cater to the needs of long-time residents, new immigrants and refugees.

Position Overview:

The Chief Operating Officer is a self-motivated individual with experience to lead a diverse and dynamic multicultural Family Resource Centre. The Chief Operating Officer is responsible for the overall management of CMWI's planning and development, personnel, public relations, and program coordination. This is a unique, challenging, and rewarding opportunity for an individual wanting to make a real and immediate difference in the lives of newcomers to Winnipeg.

The objectives of the Chief Operating Officer are:

- to build capacity through staff development
- to seek-out, apply for, and oversee the successful completion of programming and other grants and funding
- to work with the Board to meet and promote the organization's mandate

The Chief Operating Officer is responsible for the financial management by:

- writing proposals and assist in developing the budget with the Board Treasurer
- ensuring that grant and funding requirements are met
- overseeing the implementation of programs and projects within their goals, budgets, and other requirements

The Chief Operating Officer is responsible for human resources planning and management through:

- ensuring personnel policies and procedures are followed
- routinely developing and evaluating the performance of staff according to their job descriptions
- supporting staff through on-going supervision and mentoring
- working with staff to continuously improve organizational efficiencies

The Chief Operating Officer is responsible for community relations through:

- developing and maintaining networks and partnerships with multiple community partners and funding agencies

Qualifications

The successful applicant must possess the following educational qualifications, skills and experience.

- post-secondary education in a relevant field
- experience and success with proposal writing
- excellent written and verbal communication skills
- strong command of oral and written English
- excellent organizational skills and the ability to work effectively within stringent time requirements
- exceptional interpersonal, conflict resolution, problem solving, and relationship building skills in a multi-cultural setting
- aptitude to manage a diverse staff with varying levels of experience
- experience/certification in using microcomputer applications including Word, Excel, PowerPoint, Outlook, Facebook, Twitter Instagram

Employment Equity is a factor in this position; applicants should indicate if they are a woman, from a visible minority group, are Indigenous, or have a disability. Apply by sending your application with a cover letter to contact@cmwi.ca.

We thank all who apply and advise that only those selected for an interview will be contacted. Applicants must clearly indicate how they meet the qualifications in their cover letter and résumé.

The successful candidate will be required to clear Police Information Check and Police Vulnerable Sector Check.