

## **We're Hiring: Operations & Strategy Lead**

**Join the Squamish Volunteer Centre Society to help shape a more inclusive community.**

The Squamish Volunteer Centre Society (SVCS) — home of the Squamish Welcome Centre — is seeking a thoughtful, community-minded Operations & Strategy (OS) Lead to help guide the heart of our organization. If you're passionate about reducing social exclusion, creating welcoming spaces, and building sustainable impact, we'd love to hear from you.

### **About us**

The Squamish Welcome Centre is the main program and working name of the Squamish Volunteer Centre Society (SVCS), a community-oriented not-for-profit organization located in downtown Squamish on the unceded traditional territory of the Skwxwu7mesh Nation. The overarching goal of the SVCS is to empower people through volunteering and shared learning.

The Squamish Welcome Centre is a welcoming space for everyone. We're focused on reducing social exclusion as a root cause of inequality in Squamish. Specifically, the Squamish Welcome Centre program provides services, activities, and resources that are open to everyone in the community, and are designed with the needs of people who are most likely to be socially excluded in mind. It is the only centre of its type in Squamish, and one of a very small number of organizations offering activities and services tailored for newcomers of all types in Squamish.

### **The Operations & Strategy (OS) Lead position**

In this role, you'll help keep things running smoothly — from nurturing partnerships and securing funding to supporting volunteers and the programs that bring our mission to life.

You'll work closely with our Board of Directors, volunteers, Squamish Welcome Centre staff, and other community members to ensure that our organization continues to grow in a sustainable and inclusive way. A big part of your work will focus on developing and supporting the Squamish Welcome Centre and its key programs, such as the Community Bookstore and Computer Lab, the Urgent Needs Fund and Program, and the Digital Divide Project.

### **The Role:**

- Leads grant finding, writing, and reporting as a core part of the role, ensuring ongoing support for existing programs and the development of new initiatives.
- Builds and nurtures relationships with partners, funders, and other stakeholders, including managing grants and partnership agreements.
- Coordinates communications and day-to-day operations among the Board, volunteers, staff, and partners.
- Keeps administrative files and office systems up to date; manages technology and office supplies.
- Coordinates staff and processes, and works to foster a functional and impactful team.
- Recruits and supports volunteers and staff, promoting mentorship and leadership.
- Conducts staff performance reviews and provides training on new policies and processes.
- Establishes and maintains annual and multi-year organization budgets, cost allocations, forecasting and planning.
- Coordinates the work of the bookkeeper to ensure accurate and timely financial recordkeeping.

- Reviews financial reports, including variance analysis, and regularly consults with the Treasurer on financial performance.
- Manages grant-related financial tracking and reporting, ensuring proper use of funds and compliance with funder expectations.

**What you bring:**

- A bachelor's degree, or equivalent experience, especially in areas related to community work, non-profits, or program coordination.
- Experience with non-profit financial management, including things like payroll, budgeting, and working with funders or grants.
- A strong sense of organization and time management; you enjoy keeping things on track and running smoothly.
- You're community-minded, values-driven, and passionate about creating inclusive, welcoming spaces for everyone.
- You approach challenges with creativity and curiosity, bringing an enterprising attitude and a willingness to learn as you go.

**How we work:**

- \$30/h
- up to ~30 hours per week, starting at 16-20h per week.
- Hybrid flexible position: a mix of in-person work (downtown Squamish) and remote work.

\*Funding for this position relies on funds raised by the OS Lead through grants, admin fees, and other allowable sources.

**What you should know:**

We believe in your potential — your ability to learn, grow, and make a difference.

Don't meet every single qualification?

That's okay — we still encourage you to apply! We know that great candidates come from a variety of backgrounds, and we value lived experience, passion, and a willingness to grow. If this role excites you and you believe you'd be a strong fit, we'd love to hear from you — even if your resume doesn't match every item on the list.

***We believe that diverse perspectives strengthen our work and our community. We are proud to be an equal-opportunity employer and encourage applications from individuals of all backgrounds, identities, and lived experiences.***

Located in downtown Squamish on the unceded traditional territory of the Skwxwu7mesh Nation, the Squamish Welcome Centre is a welcoming space for everyone.

**Ready to apply?**

Please email a cover letter and resume to [board@welcomesquamish.ca](mailto:board@welcomesquamish.ca).

Applications accepted until May 2, 2025.