

**Job Title:** Director of Operations

**Position Status:** Permanent, Full Time

**Location:** Sault Ste. Marie, ON

**Supervision Received:** NORDIK Institute Board of Directors

**Supervision Exercised:** Communications Manager  
Internship, Placement, and Summer Students

Reporting to the Board of Directors, and in close collaboration with the Director of Research, the Director of Operations (DO) is responsible for the day to day operations of NORDIK Institute, a not for profit, community based research institute affiliated with Algoma University. Duties include financial and human resources management; governance and oversight; community relations; and project support as outlined below:

**A. Financial Management and Sustainability**

The Director of Operations is responsible for both NORDIK and research project funding and budgets, including liaising with funders, University senior administrators and financial staff; development of budgets; oversight of monthly financial statements; and ensuring that all financial expenditures fall within funding eligibility criteria allocations.

Specific duties include:

- a. In consultation with Director of Research, develop an annual budget for the Institute, and provide oversight to monthly revenues and expenses;
- b. Lead the development of funding applications including identifying potential funding opportunities and partners;
- c. Oversee financial statements prepared by Algoma University staff and coordinate with the auditor;
- d. Compile quotes for services.

**B. Human Resources Management**

As a training institute, students and interns are a significant proportion of the workforce at NORDIK who implement a broad range of research and community development projects (approx. 8-12 annually), requiring ongoing recruitment, hiring and orientation, training and supervision. The DO, in collaboration with the Project Leads, identifies tasks and roles for the various staff members and ensures such tasks are completed. The DO is responsible for ensuring that all contractual and legal obligations related to such employment or placement are met, including funding applications for interns, summer students, etc. The DO, in collaboration with the Director of Research and Project Leads is also responsible for ensuring ongoing evaluation together with any disciplinary action for all staff, in compliance with NORDIK's policies and procedures. Specific tasks include:

- a. In collaboration with project partners and NORDIK senior team members, coordinate candidate searches, job ads, drafting contracts, and general orientation to NORDIK and collaborating partners, including overview of policies and procedures and submission of hiring forms to Algoma University's payroll and human resources departments, and arrange appropriate workspaces.
- b. Ensure that contracts with staff reflect the tasks, appropriate pay scales, time and any other pertinent details related to their employment, in compliance with NORDIK's Policies and Procedures manual (or others where relevant) and in compliance with relevant employment standards and health and safety legislation.
- c. Provides supervision to, and collaborates closely with, the Communications Manager to ensure that all aspects of communications and events reflect the mission and goals of the Institute.
- d. Coordinate performance evaluations for staff and students, and any related professional development, training, software & hardware needs.
- e. Coordinate NORDIK Team meetings and other training for staff or affiliates, and attend relevant training provided by partners when appropriate.
- f. Address and adjudicate employee disputes and complaints prior to escalation to the Board of Directors.
- g. Codify NORDIK Internship Program's learning objectives and structure;
- h. Ensure appropriate employee appreciation gestures and activities where necessary (e.g. end of contract celebrations).
- i. Ensure coordination of employee travel where necessary.
- j. Ensure maintenance of office supplies and equipment inventories.

### **C. Project Development and Support**

The DO supports the Director of Research and Project Leads in initiating new research and development initiatives through liaising with community organizations, funders and other stakeholders, when required. The DO is involved in all contract negotiations related to funding and employment, and provides support to ongoing projects, particularly those related to financial and HR supervision. Specific duties include:

- a. Liaise with the Director of Research and/or Project Leads on project design where necessary.
- b. Liaise with communities, other researchers and research organizations;
- c. Assist in identifying new opportunities for research collaborations and/or initiatives.
- d. Assist the NORDIK team in developing research project budgets through the identification of costs associated with the research team's needs, and in reviewing draft budgets.
- e. Liaise with funders to determine eligibility, qualification processes, ensuring deadlines are met, and potential new opportunities.
- f. Receive monthly updates from Algoma University's Financial Services on all project budgets and provide financial updates to Project Leads and the Board of Directors.

### **D. Governance and oversight**

- a. Ensure final reports to funders are completed on time and review for accuracy;
- b. Coordinate logistics for meetings of the Board of Directors.
- c. Ensure that all legally required forms are completed/updated to ensure compliance with all statutory requirements.
- d. Regularly review the Strategic Plan for NORDIK in collaboration with the Director of Research and Board of Directors (at least annually).
- e. Review Policy and Procedures Manual regularly (at least annually) and update as required.
- f. Maintain the corporation's membership rolls.

**Qualifications:**

The Director of Operations will have 3-5 years progressively responsible experience, preferably in a not-for-profit organization, and substantial familiarity with community-based research and financial and human resource management. Experience in student or volunteer management would be highly desirable. Specifically:

- Financial management skills, normally associated with a MBA or several years' experience developing and managing budgets and financial records.
- Superior human resource management skills.
- Demonstrated knowledge and at least 3 years of experience with not-for-profit management; community based research; and student and/or volunteer coordination.
- Demonstrated knowledge of Indigenous communities, cultures, and histories, with a commitment to justice for Indigenous peoples.
- University degree in Business, Community Development/CESD or related field, preferably at Master's level.
- 3-5 years experience in a progressively responsible management position, preferably in a not-for-profit setting.
- Highly organized with excellent attention to detail, interpersonal, and communication skills (in-person/virtual).
- Ability to take initiative and work with limited supervision.
- Competence in G Suite and/or demonstrated a high degree of competence in Microsoft Office Suite or Apple applications.
- Class G License required.
- Bi/Multilingualism is an asset.

**Salary:** Salary commensurate with experience.

**Start:** As soon as possible.

Please submit a letter of application and CV to [jude.ortiz@algomau.ca](mailto:jude.ortiz@algomau.ca) by Friday, April 29th, at 4:00 PM. Applications received by this deadline will be assured of consideration, though the posting remains open until the position is filled.

*The position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. NORDIK Institute is strongly committed to*

*fostering diversity and inclusivity within our community and is an equal opportunity employer. NORDIK Institute invites and encourages applications from all qualified candidates from equity-seeking groups, (Indigenous peoples, racialized persons, women, persons with disabilities, and LGBTQQIP2SA+ persons) who may contribute to further diversification of our Institution.*

*In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by NORDIK Institute throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate will be required to provide a Police Records Check (Vulnerable Sector) as a condition of employment.*