Director of Operations – Skills Canada – Ontario.

Skills Canada – Ontario, located in Kitchener-Waterloo, is proud of its mandate and its 23-year history of promoting skilled trades and technologies as viable, first-choice career options for young people in Ontario. If you know the non-profit and/or education & skilled trades sectors, have managed people in a busy office environment that handles infrastructure, administration, client services and events, this opportunity will interest you.

Reporting to the Executive Director, the Director of Operations is a newly-created position that is reflective of the success and continuing growth of the organization. The incumbent will manage a staff of 20 – 25 professionals responsible for implementing Skills Canada - Ontario's mandate, and will provide hands-on oversight of all internal operational functions including province-wide school board liaison, skills competitions, networking events, marketing and communications, technology infrastructure and financial administration.

Qualifications:

- Minimum of five years progressive people- management experience in the non-profit sector, with knowledge of the education and/or skilled trades an asset.
- Demonstrated experience supporting a technology environment that relies on virtual communication
- Knowledge of Raiser's Edge preferred or demonstrated experience in data management queries and merges.
- Well-developed organization, communication, team-building and administrative management skills.

Interested candidates should forward a resume, stating salary expectations, in confidence, to Susan Demeter, Susan Demeter Consulting Inc., at susandemeter@rogers.com, by June 29, 2012. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Refer to www.skillsontario.com for more information about the organization.