



New Position

Position Title: Operations Manager
Job Status: Full-Time, Permanent
Location: Winnipeg, MB
Revised: Nov. 2024

Primary Responsibility

The Operations Manager will give strategic leadership, logistical resources, and practical training to Units and volunteers.

Reporting Relationships

Reports to the Executive Director

Key Responsibilities:

1. Project Development

a. Units

- Work strategically with Units Chairs and Unit members to train, mentor, and resource all aspects of MDSC's disaster responses.
- Collaboration with Units on investigations and project support.

b. National Level responses

- Provide oversight to MDSC national level projects.
- Collaborate in identifying, establishing, and evaluating the Four Pillars¹ needed to begin and sustain MDS projects.
- Recruit, appoint and mentor Project Coordinators for national level projects
- Provide oversight to Response Coordinators and Project Directors where appropriate
- Support the development of community based Long Term Recovery Groups as it intersects with MDSC's need for case management and understanding of unmet housing needs
- Manage the Project Operations budget.

2. Organize and Develop MDSC's operational procedures and systems.

Responsible for organizing and developing MDSC's procedures in the following areas:

- Vehicles and equipment management
- Equipment storage
- Project set up and tear down logistics
- Current construction plans and standards ensured
- A Canadian Operations guide

¹ The Four Pillars are an MDS framework for evaluating whether we have the necessary components for a response. They are 1. Meaningful Work, 2. Volunteers, 3. Accommodations, 4. Funding

Qualifications:

- Knowledge of and commitment to the MDS mission, vision and core values
- Proficient with Microsoft Office including Outlook, Excel, and Word.
- Two or more years of experience working with volunteers and volunteer groups
- Three to five years of experience and a high comfort level with teaching, training, and mentoring
- 2 or more years of training or certification in project management, business management, or a related field.
- One or more years of experience working with people of another culture
- 6 years or more of successful project management experience

Essential Skills:

- Ability to interact, collaborate, and communicate well with people, especially volunteers
- Ability to think analytically and systematically
- Ability to manage conflict in a positive manner
- Ability to organize and follow a work plan
- Experience as a residential contractor an asset.
- Self-motivated
- Availability and willingness to travel approximately 35% time
- Physical requirements: Work involves some physical exertion, such as standing for long periods of time, recurring bending, stretching, or reaching
- Work environment: Involves moderate risks or discomforts which require special safety precautions.

Submit your application, with resume and cover letter, to jobsca@mds.org.