



JOB OPPORTUNITY WITH: Canadian Roots Exchange

POSITION: Finance and Operations Manager

Canadian Roots Exchange is hiring an experienced professional to serve as the Finance and Operations Manager for the organization

Job term:	Full-time, permanent
Start date:	March 1, 2018
Location:	Toronto, Ontario with occasional travel
Closing date:	January 26, 2018
Pay Range:	\$55,000 - \$65,000, commensurate with experience
Application method:	Cover letter and resume to jobs@canadianroots.ca
Requirements:	Professional experience managing a complex office workplace environment

Who we are

Repairing relationships between Indigenous peoples and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced a systemic inequality that has left Indigenous peoples much worse off than the rest of Canada in almost every indicator, and continues to deeply impact Indigenous communities today. This is unacceptable in a country like Canada. The Truth and Reconciliation Commission has set out a clear path for Canada to begin to repair the wrongs that have marked Canada's relationship with Indigenous peoples.

At Canadian Roots Exchange we believe that young people are the key to ensuring the relationship between Indigenous and non-Indigenous peoples improves through dialogue, understanding, and relationship building. Our charitable organization has been convening meetings of both Indigenous and non-Indigenous youth across Canada for over nine years through exchange programs, youth leadership development, educational workshops in schools, and national gatherings.

How we work

We are a national organization full of passionate people with big ideas. Canadian Roots Exchange believes that given the right training, support, and experiences, youth can make important steps toward reconciliation. Our small, but mighty team works collaboratively with respect for lived experience and new ideas to build programming that matters to young people.

If you prefer working alone, and adhering to a very predictable schedule, then Canadian Roots Exchange probably isn't right for you. But if you're looking for a fun, fast-paced, innovative, energizing, complex, challenging and rewarding work environment, then we encourage you to apply.

Your impact

The Finance and Operations Manager will report directly to the Executive Director and will serve as the chief operating officer of the organization. Specific responsibilities include:

- Lead all financial management including budgeting, tracking, payroll, audit, cashflow projections, financial statements and other internal controls with the support of our Administrative Officer and oversight from our Executive Director.
- Assist with our internal strategic planning process by working directly with Board of Directors and staff.
- Support the recruitment, hiring, onboarding and performance management of all staff along with our Program Manager & Executive Director.
- Track the program calendar, reporting, and building systems that efficiently manage funder deliverables
- Build a strong sense of workplace community by working with the Management team to coordinate professional development opportunities, retreats, and team building activities.
- Manage relationships with professional service providers and stakeholders (e.g., foundations, private sector government, partners, individual donors, etc.)
- General day-to-day office management including support to local and remote staff in their day-to-day operations.
- Supporting the Executive Director and Program Manager with grant writing, reporting, and evaluation.

Your fit

- **You are an analytical, numerical thinker.** You have extensive experience with spreadsheets, enjoy thinking about financials, and love analyzing data. Experience working in a financial role is required. You have experience supervising staff and managing sizeable organizational and project budgets.
- **You are an internal workplace ambassador.** You know how to grow and maintain a happy and healthy workplace community.
- **You are unflappable and patient.** It's rare to see you flustered. You excel in the face of ambiguity. People management experience is required. You can manage a diverse workload, prioritize tasks, and work both independently and collaboratively.
- **You see the bigger picture.** You have a deep appreciation and respect for the history, culture, and autonomy of Indigenous peoples. You have experience working with First Nations, Inuit and Métis communities/organizations and believe in using your skills and talents to advance reconciliation.
- **You are a builder.** You are a multi-talented go-getter who has an unbridled ambition to build things: workplace community, organizational structure, team best practices, and more.
- **You are a strong communicator.** Your writing and presentation skills in English are excellent. French communication skills are an asset.

Canadian Roots Exchange is committed to equitable representation and access. Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.

As a condition for hiring, the successful candidate is required to submit a vulnerable sector criminal record check.