



JOB POSTING

Title: Operations Officer, Canada Country Office

Type: Permanent Full Time

Location: Flexible (Canada)

Canadian Feed the Children's vision is a world in which children thrive, free of poverty. For nearly 35 years, CFTC has been working with local partners in Uganda, Ethiopia, Ghana, Bolivia, and with Indigenous Nations and communities in Canada, to deliver programs that have positive, meaningful, and sustained impact on the health, education and well-being of children and the self-sufficiency of their families and communities. If you share our passion for bettering children's lives, and you thrive in a collaborative, values-based culture please consider applying for this role.

About this Opportunity

Guided by a strengths-based multidisciplinary approach rooted in the principles and values of inclusion, anti-racism, anti-oppression and self-determination the **Operations Officer** will work closely with the 30+ Indigenous partners and communities CFTC works with in Canada to support and strengthen the operational delivery and impact of their innovative community and partner-led programs.

This unique role ensures that the Indigenous programs in Canada are operating effectively and efficiently with the various partners, in keeping within operational planning goals and the strategic plan. The position is responsible for program monitoring and reporting with our 30+ Indigenous partners in Canada throughout Alberta, Saskatchewan, Manitoba, Northern Ontario, New Brunswick, Newfoundland/Labrador and the Northwest Territories.

In this role, you will support our partners with monitoring, qualitative and quantitative reporting on program activities and results, ensuring alignment between partner activities and donor agreements, monitoring of partner and project budgets and expenses, ensuring consistency in compliance excellence and lead the coordination of our service agreements with partners.

We are looking for candidates with proven ability to work in a relational way with Indigenous Nations and communities, and have a strong commitment to CFTC's community-led food sovereignty approach. To thrive in this role you will need strong collaboration and problem solving skills, a meticulous attention to detail and organization, and will have some experience with project management and budget management. You are solutions oriented and are able to proactively identify potential challenges and propose creative solutions to improve processes and meet established goals. You will be energized by working across a variety of functions, and understand that in a key role in a growing organization, the duties, responsibilities, and priorities for this role will be subject to change, growth and evolution.

Areas of Responsibility

- Support community-led partner projects and program implementation with Indigenous partners across Canada.
- Communicate regularly with partners and provide support as they work on annual plans, budgets, and project implementation. Support completion of data and financial reports and on story collection.
- Support the development and implementation of partner program plans, budgets, and provide ongoing support to partners as they monitor and report on the results and program expenditure. Support partners with major procurement and ensure overall compliance to donor and CFTC policies.
- In collaboration with the Sr Program Accountant, ensure the Canada Country Office and partner financial reports, other incoming reports, expenditures and requests for advances are accurate and complete.
- Collaborate with the wider Programs team in Canada and throughout CFTC to ensure quality programming that represents best practice and delivers impact.
- Responsible for the Canada Country Office's information management process and systems, ensuring key documents are organized on the Canadian Feed The Children shared drives.
- Stay informed of emerging political, social, economic and environmental issues and development contexts with Indigenous People in Canada.
- Contribute to collaboration and knowledge sharing with internal staff teams, effectively and efficiently towards meeting annual operational planning goals in pursuit of achieving strategic goals.
- Travel to partner communities in Canada, as required.
- As a key role in a growing organization, the duties, responsibilities, projects, and priorities for this role will be subject to change, growth and evolution over time.
- Proactively look for ways to apply their experience to simplify and improve our day-to-day program operations and processes.

Qualifications and Competencies

- Relevant experience in project administration and experience with Indigenous Nations and communities in Canada, preferably in food security and food sovereignty with a commitment to building and maintaining long-term partnerships and community relationships.
- Proven ability to work with community members and provide administrative support to projects, communicate effectively with partners, monitor progress, manage budgets and expenses, provide accurate and timely reporting on results.
- Proven ability to work in a relational way with Indigenous Nations and communities and understand the importance of community-led development. Ability to speak an Indigenous language is an asset.
- Strong and proactive problem-solving skills, able to identify challenges or bottlenecks and proactively propose potential solutions to improve how the organization functions.
- Strong written and verbal communication skills.
- Strong organizational skills – electronic filing of project documents, multiple versions of documents, signed agreements, etc.
- Experience with digital tools, including an ability to work with Microsoft Office 365 and prepare and complete basic financial reports and budgets/reports in Excel.
- Demonstrated adaptability, professionalism, attention to detail, collaboration, teamwork, self-direction and initiative.

- Commitment to Canadian Feed The Children's vision, mission, and values.
- When approved and permitted, be able to travel to partnering organizations across Canada, approximately 30% of the time.
- Ability to work outside regular working hours as required (evening and weekends at times) along with a valid driver's license.

For this role, we are proactively looking for candidates with lived experience in an Indigenous community and, or direct experience working with Indigenous communities. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.

Interested? Please quote the position title in the subject line and submit your resume and cover letter to: jobs@canadianfeedthechildren.ca

We thank all applicants for their interest however only those under consideration will be contacted. This position will remain open until the successful candidate has been selected.

Canadian Feed the Children (CFTC) is committed to inclusive, accessible and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of our community. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, women, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process. For further information about Accessibility or Accommodation process at CFTC, please contact our People and Culture Department.