



## Operations Manager – Administrative Services

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### **About Vancouver Region Educational Services:**

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

### **About this opportunity:**

As an Operations Manager in Administrative Services, you will help support daily operational needs and coordination within the organization. You will manage scheduling, oversee administrative procedures, assist with document organization, track supplies, and support communication between departments. This role involves leadership, organization, and adaptability in a community-based learning environment.

Key responsibilities are as follows:

- Coordinate scheduling, documentation, onboarding support, and administrative procedures
- Track inventory, manage supplies, and support equipment logistics for programs
- Assist with registrations, email communication, and participant documentation
- Support planning and implementation of daily operations, including program and staffing coordination
- Assist multiple departments by providing administrative, logistical, and organizational support
- Communicate with parents, partners, and staff regarding documentation and program needs
- Support camp supervision or program tasks across Metro Vancouver



Requirements:

- Strong administrative, organizational, and communication skills
- Ability to multitask and maintain records with attention to detail
- Experience in administrative or coordination roles is an asset
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts
- Mobility to commute to program and administrative locations across Metro Vancouver
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in administrative operations, coordination, or management support roles
- Experience working with children, youth, or families
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid Class 5/7 British Columbia driver's license

This is a fully in-person position. Salary ranges from \$18.25-\$26.00/hour, dependent on experience, skills, education, and role.