JOIN US

We Are

HIRING

OPERATIONS COORDINATOR
Executive Support and Policies
(Full-time, 37.5 hours/week)

The Calgary Chinese Elderly Citizens' Association (CCECA) is a charitable organization established in 1985 that is dedicated to enhancing the well-being of Chinese older adults and supporting their integration into Canadian society through community connection, social inclusion, civic engagement, and person-centred services.

We are seeking a collaborative and dynamic Operations Coordinator to provide executive-level support to the Executive Director. This role supports policy development, compliance, accreditation activities, and building renovation and maintenance projects, while providing senior-level support on confidential labour relations matters, contributing to CCECA's commitment to service excellence, CARF standards, and person-centred service delivery.

Responsibilities

- Provides executive support to the Executive Director with records management, scheduling, correspondence, planning and management initiatives.
- Prepares, coordinates, and securely maintains documentation related to the Board.
- Develops and revises agency policies and operational plans in compliance with legislation, funding requirements, and accreditation standards.
- Ensures that agency records comply with applicable regulations and agency policies.
- Supports accreditation audit preparation, including, but not limited to, meeting coordination, documentation, and records management.
- Provides support to the Executive Director and Human Resources Lead on labour relations matters and related records.
- Supports payroll and employee benefit administration.
- Provides support to building renovation and maintenance projects.
- Coordinates and administers the organization's commercial insurance and related coverage.
- Performs other duties as assigned from time to time.

Qualifications and Skills

- A degree or diploma in business, public or office administration, non-profit management or a related field.
- At least two years' experience in a similar capacity, preferably providing executive or operational support.
- Fluency in speaking and writing English and Chinese.
- Experience working in a non-profit, seniors-serving or community services environment will be an asset.
- Demonstrated skills and capacities: good time management; collaboration and teamwork; ability to foster change; excellent writing, verbal speaking skills; Microsoft Office skills.

Starting salary from: $28 per hour

Please send your resume and cover letter to elaine.ogada@cceca.ca. Thank you for your interest and application. Only candidates selected for an interview will be contacted.