



## **JOB POSTING**

Title: Chief Operations Officer

Position Status: Full-time, Permanent

Salary: \$80,000-100,000 annually – negotiable based on experience

Office Location: Halifax Regional Municipality

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Are you energized by empowering others to be part of something great and effective positive change in the community? Have you earned your stripes as a strategic leader that delivers on quality in a values-based organization? Do you thrive on creating synergies that enhance effective delivery of quality programming? If so, we'd love to hear your story...

The YMCA of Greater Halifax/Dartmouth is looking for a dynamic leader and connector of people to join our team as **Chief Operations Officer**.

### **The YMCA Experience**

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

### **The Opportunity**

A Mission Critical Leader within our YMCA, the Chief Operations Officer is accountable for aligning and driving all Operational functions towards delivery upon our YMCA Mandate of Building Healthy Communities. Working in collaboration and partnership with the President & Chief Executive Officer and Senior Leadership Team you will be an integral component in the Association's success in delivery upon our key operational objectives and quality plan.

As a strategic, visionary leader, you will:

- Align and provide operational oversight to all YMCA program areas, including Newcomer Settlement, Employment Services, Youth Development & Recreation, Childcare (including Before/After School), Community Outreach, and Group Wellness.
- Ensure development of high performance culture with commitment to providing quality, inclusive services to community
- Ensure continued financial viability of program/service units to support sustained ability to serve Nova Scotian individuals and communities.
- Engage key internal/external stakeholders, including staff, volunteers, community partners, and agencies to ensure enhanced, meaningful Y program offerings and services.
- Lead by example in modeling our Y core value system in all areas of Talent Management

### **We Offer**

- Strong network of dedicated individuals brought together in support of Building Healthy Communities
- Participation in Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Flexible Work Arrangements, Paid Personal and Vacation Days)
- Individual & Family YMCA Membership
- Discounted Childcare and Camp Rates



## **What you Bring**

As a dynamic change agent with a proven background in quality community based program operations, you have:

- Post-secondary education in business, operations, social work, or related field an asset
- 10+ years of management experience, membership operations, programming, or relevant combination of education and work experience
- Proven track record of success in community-oriented program delivery through establishing collaborative internal and external working relationships/project teams
- Extensive working knowledge and immigration system, school system, and community resources
- Extensive working knowledge of child care, youth development methodologies
- Strong interpersonal skills including tact, diplomacy, and ability to establish rapport
- Current knowledge of legislative, policies and practices affecting newcomers
- Demonstrated ability to display sensitivity, managing expectations and diplomacy for internal and external contacts
- Demonstrated ability to meet multiple, competing deadlines and priorities
- Strong attention to detail
- Excellent verbal, written communication skills, including presentation/ facilitation skills
- Intermediate Microsoft Office Skills
- Valid Nova Scotia Driver's License or access to reliable transportation
- Flexibility to work outside of regular work hours on an as-needed basis
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training.**

## **Apply Today**

Please email your cover letter and resume in one document to Amy Rector, Human Resources Manager at [amy.rector@halifax.ymca.ca](mailto:amy.rector@halifax.ymca.ca) by November 10<sup>th</sup>, 2017. We look forward to hearing your story.

*The YMCA is an equal opportunity employer.*