

Canadian Climate and Clean Growth Institute

Operations Manager

Overview:

Are you an experienced operations manager looking for an opportunity to be engaged on the ground floor of a national research organization committed to contributing to the climate change conversation in Canada?

The Organization

Launched in early 2019, The Canadian Climate and Clean Growth Institute's mission is to generate, communicate and mobilize trusted information and policy advice to stakeholders on climate mitigation, adaption and clean growth. We are an independent national research institute committed to highly- credible, integrated and inclusive research, analysis, and engagement with experts and practitioners from across the country.

The Role we are seeking to fill:

Reporting to the Vice President, Communications and Stakeholder Engagement, the Operations Manager oversees the day-to-day support functions of The Institute, including execution of Human Resources policies and practices, oversight for Financial Planning and Reporting , internal IT functions, Contract management and the provision of administrative support to the Board, Expert Advisors, and internal stakeholders.

Qualifications and Skills:

- Bachelor's degree in business management, administration or related field
- Minimum 5 years of experience in a similar or related capacity
- Familiarity with budget planning and enforcement and human resources practices
- Proficiency with current office automation best practices
- Strong problem solving, coaching and mentoring, and critical thinking capabilities
- Excellent communication skills
- Ability to establish trusted relationships with internal and external stakeholders including vendors, partners, and key government contacts
- Strong attention to detail and accuracy
- Bilingual (French and English) preferred.

Additional details:

- Work is done in a virtual environment with Institute staff located across the country.
- The role is a full-time salaried position with occasional travel.
- Salary is competitive and will be based on the skills and experience of the successful candidate.

To Apply

Send your resume to careers@cccgi-icccp.ca

Applications should be received by May 22, 2019.

Only those selected for interview will be contacted. We thank all applicants for your interest.