



## Family Centre Society of Southern Alberta Operations Manager

Family Centre invites applications for a full-time, permanent position (35 hours per week) to fill the role of Operations Manager. Family Centre is a community-based, not-for-profit organization that provides families in Lethbridge and Southwestern Alberta with caring and professional family support. Family Centre offers a wide range of prevention and early intervention services for children, youth, adults, parents, and other family members. Its services include information and referrals, early childhood education, parent education, and family support programs. Family Centre provides Hub Services for the Lethbridge Family Resource Network.

The key job duties for this position include:

- Oversee the maintenance and upkeep of Family Centre's facilities to keep them clean, safe, accessible, and welcoming.
- Provide Human Resource support in an effective, confidential, respectful, timely, and accurate manner.
- Provide professional support to the Executive Director including confidential finance and board matters.
- Provide the Occupational Health and Safety (OHS) functions for Family Centre in line with provincial requirements.
- Supervise Administrative staff by monitoring staff performance on an on-going basis, identifying professional development, setting annual accountability goals, and conducting performance reviews annually.

The Operations Manager contributes to the development of Family Centre as a leading early intervention and prevention service provider in Lethbridge and area. An understanding of organizational behavior and processes, familiarity with the early intervention and prevention community in Lethbridge, financial literacy, and strong verbal and written communication skills will be critical to succeed in this position.

Qualifications/Requirements:

- A diploma or degree related to Business or Office Administration and a minimum of three years of management experience. Equivalent qualifications will be considered.
- Excellent verbal and written communication skills.
- Ability to establish, foster, and maintain relationships within our community.
- Sound computer skills and literacy.

The salary range for this position starts at \$53,000 p.a. Family Centre provides employees with an attractive benefits package.

To apply, please forward cover letter and resume in electronic format via email to:  
Maral Kiani Tari, Executive Director  
[maral.kiani@famcentre.ca](mailto:maral.kiani@famcentre.ca)

***Applications will be accepted until the position is filled***

Please visit [www.famcentre.ca](http://www.famcentre.ca) for more information about our organization.  
*We thank all applicants, but only those selected for interviews will be contacted.*