



Job Description: **Operations Manager**

Position Type:	Full-time, permanent
Salary Range:	\$60,000 - \$75,000 (depending on experience)
Location:	Anywhere in Canada (remote). Nearby an airport will be an asset, Toronto is preferred
Years Experience:	5+ years
Reports to:	Director of Finance & Operations
Direct reports:	0
Application Deadline:	April 4, 2025

About the Forest Stewardship Council (FSC) Canada

The Forest Stewardship Council® (FSC®) is a global not-for-profit organization dedicated to promoting environmentally sound, socially beneficial and economically prosperous management of the world's forests. FSC was created in 1993 to help consumers and businesses identify products from well-managed forests and sets standards by which forests are certified, offering credible verification to people who are buying wood and wood products. For more information

visit www.ca.fsc.org.

About the role

The Operations Manager will lead FSC Canada's day to day operations, coordinate all staff & committee travel, assist in the planning and execution of board meetings, manage FSC Canada's membership program and assist the FSC Canada President, as needed.

What we offer

FSC Canada offers a dynamic and purpose-driven work environment where employees can contribute to meaningful change in sustainable forest management. As an employer, FSC Canada fosters a collaborative and inclusive culture that values diversity, innovation, and professional growth. Team members benefit from opportunities to work on impactful projects that align with environmental and social values while developing their skills through training and networking. FSC Canada also provides competitive compensation, a comprehensive benefits package, flexible work arrangements, and a commitment to work-life balance, ensuring employees feel supported both personally and professionally. Joining FSC Canada means being part of a global movement dedicated to creating a better future for forests, communities, and businesses.

Responsibilities:

Event & Travel Coordination (50%)

- At the direction of internal staff assist in the planning and logistics for staff & committee meetings. This includes the arrangement of flights, hotels, meeting rooms, and meal logistics
- Work with the attendees to properly receive reimbursement for each meeting, including the assembly of expense reports and receipts
- If necessary, attend in-person and online meetings and take notes, as well as act as on-site logistics coordinator
- Assist in the scheduling of meetings, including sending out calendar invites and tracking attendee participation

Board Meetings (15%)

- At the direction of the Board of Directors and FSC Canada President, assist in the planning and logistics for staff & committee meetings. This includes the arrangement of flights, hotels, meeting rooms, and meal logistics

- Work with the attendees to properly receive reimbursement for each meeting, including the assembly of expense reports and receipts
- If necessary, attend meetings and take notes, as well as act as on-site logistics coordinator
- Coordinate annual board voting procedure with FSC Canada President
- Coordinate the Annual General Meeting logistics, including necessary IT solutions for a virtual meeting

Administrative Work (20%)

- Filter incoming communications that come into our info emails
- Coordinate administrative staff documentation, in partnership with Director of Finance & Operations
- Coordinate internal operational changes, as directed by the Director of Finance & Operations
- Inventory and management of all internal IT and shared office tech solutions
- Inventory and ship all necessary marking materials to staff, board and stakeholders, as needed
- Serve as point person for purchasing of group software through our discount vendors
- Work to ensure staff stay on deadlines, including reminder of upcoming critical deadlines

Membership Management (5%)

- Handle all membership inquiries as they arise
- Assist with membership applications including provide support for applicants through the process
- Manage our membership database (Salesforce)
- Work with Director of Finance & Operations to invoice and track membership payments

Indigenous Chamber Support (10%)

- Assist the Indigenous Chamber in their administrative needs

Qualifications

Education and Experience

- Minimum of 5 years of experience in an executive level administrative assistant or operations manager role.
- Experience in the forestry, sustainability, or environmental sectors is a strong asset.

Skills and Competencies

- Exceptional written and verbal communication skills.
- Proficiency with project management and collaboration tools such as SharePoint, Microsoft Teams, and OneDrive is an asset.
- Strong interpersonal and relationship management skills in a multi-stakeholder environment;
- Strong organizational and management skills;
- Ability to work with others and to work in an unsupervised remote environment;
- Fluent in oral and written English. To be bilingual (English & French) will be an asset.

Commitment to Diversity and Inclusion

FSC Canada is an equal opportunity employer committed to diversity and inclusion. We believe in equality and diversity of race, gender, sexual orientation, religion, ethnicity, national origin and disability. FSC Canada encourages and welcomes applications from members of racialized communities, Indigenous peoples, persons with disabilities, persons of diverse sexual orientations and gender identities, and with the skills/knowledge to productively engage with diverse communities. You don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your experience doesn't align perfectly

with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles at FSC Canada!

We sincerely thank all those who express interest and apply, but only short-listed candidates will be contacted.

How to Apply:

Please submit your resume to jobs@ca.fsc.org ; Applications will be reviewed on a rolling basis.
The application deadline is 11:59 ET on April 4, 2025.