

Operations Manager - TRRUST Collective Impact

Collective Impact is a process designed to address complex community problems. TRRUST Collective Impact initiative is a collective of over 70 agencies and young people who have committed to working together to improve outcomes for youth transitioning out of government care in Vancouver.

The **Operations Manager** will be responsible for supporting the Project Manager and community partners in the work of the collective's key areas of focus—education, employment, housing, health and well-being, and meaningful connections.

Key responsibilities include:

- Support collective ways of working across multiple stakeholder groups, including youth, all levels of government, community leaders, funders, business, NGO's
- Support and supervise youth employees
- Provide logistical support for the work of the collective and the collective's clusters (working groups), including maintaining accurate records of proceedings
- Create dissemination materials including calendars, funding letters and newsletters
- Report to the TRRUST project manager and backbone organisation as requested
- Attend weekly staff meetings and other meetings as requested
- Facilitate training events for collective members
- Support the planning and implementation of events
- Additional tasks as requested by the Project Manager

Skills required:

The position requires high levels of organisational, interpersonal and facilitation skills and the capacity to work across policy, systems, service and community change making. Specific skills include:

- Ability to work independently and as part of a team
- Commitment to a Collective Impact approach
- Ability to manage multiple priorities
- Experience working with youth in and from care
- Experience supporting youth with employment challenges
- Strong oral and written communication skills
- Excellent record keeping and basic computer skills
- Willingness to travel within Lower Mainland
- Experience presenting and facilitating
- Experience working in a collaborative setting

Employment Details:

- 15 hours per week – may include occasional evenings and weekends
- This is an hourly position: \$25 per hour
- Criminal Record Check is required

Applications for the position will be accepted until position is filled. To apply for this position, send your resume and cover letter to Erica Mark at erica_trrust@outlook.com