

POSITION POSTING

Position: Operations Manager
18-Month Contract, Full Time

Accountability: Reports to Executive Director

Are you interested in working in a thriving and inclusive environment? Do you enjoy working as part of a team? Are you someone with a strong attention to detail and excels at organization? Chances are you have been a key contributor in your current role and are now looking for a new challenge. *This is an opportunity for you!*

Who We Are

BrightStart Caledon Family Centre (BrightStart Caledon) is a non-profit, charitable organization that has been proudly serving Caledon and surrounding areas since 1987. Programs and services are delivered from 3 permanent Centres as well as mobile sites in rural communities through use of a mobile unit and rented space. We provide a safe, inclusive and engaging space for families and children to connect, learn and grow through FREE, high-quality programs and services. We promote positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs, and work to reduce barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. We are committed to nurturing the very essence of childhood, supporting the powerful role of parents and caregivers, and nourishing families with a sense of community.

The Position

Reporting directly to the Executive Director, you are the central administrative contact, responsible for completing business administrative duties to ensure day-to-day operations of all sites run smoothly. You are the central contact for all staff, board members, volunteers and clients, and order all supplies for our centres while providing financial administration assistance such as purchasing and back up for payroll.

Areas of Responsibility

In this growing organization, you will perform the following tasks:

- Operational Administration
 - Provide office administration and general support including telephones, office supplies and equipment, incoming and outgoing mail/deliveries, filing internal forms.
 - Provide cross-functional administrative and operational support to ensure organizational processes, systems, and reporting requirements are maintained effectively.
 - Responsible for purchasing processes, including obtaining quotes, coordinating purchases, coding expenses, and ensuring appropriate approvals and documentation are completed.
 - Oversee property management services, including managing contracts with external service providers, facility security, upgrades and special projects, manage building maintenance and procurement of janitorial supplies in alignment with budget.
 - Participate in developing and updating policies and procedures and communicating these updates to team.

- Coordinate staff onboarding processes and maintain accurate, confidential and up-to-date employee records, documentation, and personnel files.
- Monitor and maintain the organization's risk management plan, including tracking identified risks, mitigation strategies, and required follow-up.
- **Health & Safety**
 - You will be a management representative on the Joint Health and Safety Committee (JHSC).
 - Keep current staff safety training log and maintain staff CPR-C certifications.
 - Oversee and coordinate safety inspections, providing forms, and implementing outcomes for all sites.
 - Assist Program Manager with management of emergency and business continuity plans.
- **Financial Administration Assistance**
 - Support Finance Manager with biweekly payroll processing and related payroll functions.
 - Manage and maintain financial and administrative systems, ensuring accurate data and appropriate user access.
 - Support the preparation, maintenance and ongoing monitoring of multiple organization budgets, including tracking expenditures and identifying variances as needed.
 - Prepare, record, and reconcile accounts payable in accordance with Generally Accepted Accounting Principles (GAAP).
 - Assist with government reporting and annual audit process, including detailed reconciliations and preparation of financial information for multiple reporting periods.
 - Reconcile and administer petty cash.
- **IT support**
 - Maintain Microsoft 365 user accounts, system access, and permissions as required.
 - Monitor IT systems (including VOIP, internet and phone services) and work with external IT service providers.
 - Manage and maintain the organization's SharePoint sites, including site organization, user access and permissions, document structure, and ongoing content management.
 - Provide centralized support for troubleshooting and coordinating IT issues including maintaining IT log and coordinating external service providers.
 - Develop and monitor annual IT workplan and associated budget.
 - Conduct regular IT related risk assessments and manage the disaster recovery and business continuity plan.

Skills & Qualifications

- Post-secondary education in a relevant field of study (e.g. office administration, business administration, accounting, not-for-profit management, etc.).
- Minimum of 2 years of progressive work experience in a senior position.
- Charitable sector experience an asset.
- Superior organizational, time management, analytical and problem-solving skills.
- Ability to manage multiple priorities.
- Excellent oral, written and presentation skills.
- Experience working with volunteer committees.
- Proficiency in Microsoft 365.

- Proficiency in QuickBooks Online preferred.
- Proficiency in Dayforce and Powerpay preferred.
- Strong working knowledge of IT systems and networks is required.
- Ability to present IT related information in user-friendly manner.
- Demonstrated ability to exercise discretion, good judgment and respect the confidentiality of sensitive information and material.
- Monday to Friday schedule with some flex scheduling and evening work required during key reporting cycles.
- Ability to work independently as well as in a team environment.
- Valid driver's license and access to reliable vehicle required.
- Strong interpersonal and organizational skills.
- Successful completion of Criminal Record Check.
- Emergency First Aid/CPR B or C.

Compensation

Annual salary: \$58,000 - \$66,000

Qualified applicants can forward a cover letter and resume no later than **4:00 p.m. on Friday, September 25th, 2026.**

BrightStart Caledon Family Centre is an equal opportunity employer and encourages applications from all qualified individuals for positions posted.

In accordance with the Accessibility for Ontarians with Disabilities Act and all other applicable legislation, BrightStart Caledon Family Centre is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please advise if you require an accommodation to ensure your equal participation in the recruitment and selection process.

Job Contact Information

Diane Karsch
Operations Manager
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Email: dkarsch@brightstartcaledon.com
For more information visit: <https://brightstartcaledon.com/>

Completion of a satisfactory Criminal Record Check with Vulnerable Sector Screening is a condition of employment. Candidates must be legally eligible to work in Canada.

We thank all applicants; however, only those selected for an interview will be contacted.