

Now Hiring: Director: Operations, Employee Relations & Finance

Be the Backbone of an Organization Making a Difference!

Are you a strategic thinker with a heart for people? Do you thrive on building efficient, people-centered operations that drive meaningful impact? We are looking for a **Director** to oversee **Operations, Employee Relations, and Finance** and lead the behind-the-scenes magic that allows our team to deliver life-changing services to autistic children and their families.

This role is **more than just operations and finance**—it's about **building a workplace where staff feel valued, supported, and empowered** to do their best work. You will report to the Executive Director and you'll oversee employee relations, financial health, and operational systems that keep our organization running smoothly. If you love solving complex challenges, creating positive work environments, and making a real difference, this might be the perfect role for you!

What You'll Be Doing:

- ◆ **Keeping Things Running Smoothly** – Oversee daily operations, facilities, technology, and health & safety to ensure everything functions efficiently.
- ◆ **Supporting Our Incredible Team** – Oversee HR functions, employee engagement, professional development, and development of a positive workplace.
- ◆ **Managing Finances with Purpose** – Oversee budgeting, financial procedures, and resource allocation to ensure long-term sustainability.
- ◆ **Leading with Strategy** – Work with senior leadership to align operations with big-picture goals and ensure continuous improvement.

What You Bring:

- ✓ A knack for **making things work better** – experience in operations, finance, or HR is great, but mindset matters most!
- ✓ A **people-first approach** – you care deeply about staff well-being and know how to create supportive workplace structures.
- ✓ Strong **problem-solving skills** – you love tackling challenges, streamlining processes, and making things more efficient.
- ✓ Financial literacy – you **don't have to be an accountant**, but you should feel comfortable overseeing budgets and funding allocation.
- ✓ Experience in **nonprofits, education, or healthcare** is a bonus, but what really matters is your passion for our mission.

If you're ready to **use your leadership skills to create an outstanding workplace** while supporting an organization that changes lives, we want to hear from you!

Apply today and help shape the future of autism services! Email terri@childrensautism.ca to apply.