

## Operations Consultant

### Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors the environment of the Regional Municipality of Wood Buffalo in north-eastern Alberta. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial monitoring in any one area, anywhere in Canada. WBEA is committed to reporting accurate and timely high quality data from our Air, Terrestrial and Community Odour Monitoring Programs to ensure regional stakeholders have the information they need to make informed environmental decisions.

### Administration, Project Management & Operations

#### Overview

The Operations Consultant is responsible for supporting activities associated with the strategic success of WBEA. The role provides strategic project management and operational expertise to the Executive Director, Operations Committee, Governance Committee, and General Members Board ensuring the smooth functioning of the organization. Moreover, this individual focuses on supporting a corporate culture that fosters innovation and growth whilst embodying the WBEA values.

#### Position Responsibilities

Support to Executive Director, Governance Committee and General Members:

- Works under the direction of the Executive Director to develop and implement WBEA Administrative, Project Management & Operations duties.
- Improves processes, policies and operational systems in support of organizational goals. Works to streamline while ensuring adherence to WBEA's mission, vision, and values.
- Assists WBEA Technical Programs Leads and Coordinators in meeting administrative obligations to WBEA members and funders.
- Represents the WBEA and travels to meetings as requested by the Executive Director.
- Works with Executive Director to compile and organize information for WBEA members and ensure appropriate planning and responses to all stakeholders.
- Acts as corporate secretariat.

Support to all WBEA business functions:

- Compiles annual business work plans, monthly and quarterly reports for Governance Committee, General Members and WBEA funders.
- Supports all business functions of the WBEA in implementing the WBEA Strategic Plan.
- Ensures compliance with financial, human resources, and health and safety policies, protocols, rules, and regulations.
- Collaborates with the Controller in creating financial procedures.
- Supports administration with contracts and procurement process.
- Coordinates with, reports and make recommendations to all business functions on administrative issues, proposed improvements, and status of current/planned initiatives.
- Manages and oversees relationship and deliverables with Human Resources and Translation Knowledge & Liaison external consultants.

## Qualifications

- Post-Secondary degree in Business, Commerce or a related field, preference given to candidates with Post-Graduate diploma in business administration. CMA Certification is an asset.
- 5+ years of related experience in a fast-paced, dynamic environment is required.
- Experience working in a non-profit setting, including interaction with a multi-sectoral Governance Board is considered an asset.
- Ability to build and maintain relationships, partnerships and external networks.
- Ability to work independently, with minimal supervision, and work effectively in a collaborative team environment.
- Excellent researching, planning, project management, decision-making, and organizational skills are required.
- Strong analytical and problem-solving skills with proven ability to understand trends and develop recommendations.
- Ability to maintain high levels of discretion when dealing with confidential information is required.

The successful candidate is:

- an experienced professional who is passionate about providing best-in-class administrative, project management and operations support to a diverse, multi-stakeholder, consensus-based organization
- a creative, results-driven, self-starter with strong business acumen
- flexible, solutions-focused, who take the initiative to get things done and strives for excellence
- down to earth with strong client service orientation, communication and interpersonal skills

**Schedule:** Full-time, Contract (18-months). 40 hours per week at 8 hours per day from Monday to Friday.

**Work Location:** Fort McMurray, Alberta

**For more information, visit:** <http://www.wbea.org>

**Application Instructions:** Please submit a resume and cover letter that outlines why your skills, experience and personality would make you an excellent candidate for the Operations Consultant role at WBEA. Apply here: <https://www.fitzii.com/apply/25775?s=c7>

**Application Deadline:** January 28, 2018 at 5:00 p.m. MST

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*