



**TEACH FOR  
ENSEIGNER POUR LE  
CANADA**

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## **JOB OPPORTUNITY WITH TEACH FOR CANADA**

### **Fixed term - Director of Team and Operations**

**Teach For Canada is looking for a dynamic, experienced professional to hold an internal leadership role focusing on finance, operations, and HR. This is a fixed term contract to cover for a staff member's temporary parental leave.**

#### **The Basics**

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| <b>Job term:</b>            | Full-time, fixed term contract   |
| <b>Hiring salary range:</b> | \$68,000 - \$77,000 per year   |
| <b>Start date:</b>          | As soon as available   |
| <b>End date:</b>            | August 17, 2020  |
| <b>Location:</b>            | Toronto, Ontario with occasional travel  |
| <b>Closing date:</b>        | Until filled   |
| <b>Application method:</b>  | Cover letter and resume sent to<br><a href="mailto:apply@teachforcanada.ca">apply@teachforcanada.ca</a>                          |
| <b>Interview process:</b>   | Online video interviews: rolling<br>Interview & Office Experience: rolling   |
| <b>Desired experience:</b>  | 4+ years of work experience in HR, management, operations, or related fields, preferably in the not-for-profit/charitable sector |

#### **Our Approach**

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Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. Small communities often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations communities in the movement to make education more equal. We are a non-profit organization that supports student success by recruiting and developing committed educators in partnership with First Nations.

#### **Our Culture**

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We dream big and our tightly knit team works hard to create meaningful impact. For a Director of Team and Operations, this means working flexible evening and weekend hours for hiring, financial management at the Summer Enrichment Program or at other points in the year. The Director is expected to create a work schedule that is sustainable and work with their manager to take vacation time.

If you prefer working alone, dislike ambiguity, and adhere to a very strict schedule, then this job probably isn't right for you. But if you're looking for a fun, multi-faceted, energizing, and rewarding work environment that will push you every day, then we want to hear from you.



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## **Your Responsibilities**

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The Director of Team and Operations will report to the Vice President of Strategy and Operations and will lead finance, operations, HR, and other internal systems. You would have two direct reports: Team and Operations Manager and part-time Finance Associate. Responsibilities include:

### **Team:**

- Lead the development of new policies, update the operations handbook and administrate group benefits
- Lead community-building, sustainable practices, and internal conflict resolution
- Forecast the organization's immediate and long-term hiring needs
- Support with application screening, interviews, office experiences, and reference checks for internal hires

### **Finance:**

- Lead day-to-day financial management, including payroll, petty cash, accounts payable, expense management, accurate financial record-keeping, up-to-date financial forms, and cheque signing
- Ensure compliance with requirements to maintain our charitable status, including the annual audit, statutory filings (T3010, T4s, property tax rebate, GST/HST rebate, Form 4022)
- Collaborate with other TFC departments on financial management needs, including preparing donor reports, supporting financial aspects of the Summer Enrichment Program, and ensuring accurate and timely record-keeping
- Manage relationship with financial service providers

### **Operations:**

- Support with annual planning, quarterly review meetings, board meetings, and weekly planning meetings
- Update insurance policies
- Manage relationship with our pro-bono legal counsel
- Oversee sustainable practices for managing the office

### **Management:**

- Serve as an effective people manager to the Team and Operations Manager and part-time Finance Associate, including performance reviews
- Manage departmental budget
- Support Team and Operations Manager with hiring, office management, team engagement survey, and professional development
- Promote healthy work-life balance among department's staff



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## Your Fit

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- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the histories, cultures, and goals of Indigenous communities in Canada.
- **You are a builder.** You are a multi-talented go-getter who has an unbridled ambition to build things: workplace community, financial systems, team best practices, and more.
- **You are an internal workplace ambassador.** You know how to build and maintain a happy, healthy workplace community based in integrity, collaboration, and impact.
- **It's rare to see you flustered.** You excel in the face of ambiguity. Experience supporting change management is an asset.
- **You are tech savvy.** You have experience with Google Apps, Quickbooks, Microsoft office, Concur and others.
- **You communicate clearly:** You write well and speak eloquently. You appreciate nuanced language that is inspirational and honest.

## Application Process

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Please send **one** PDF file containing a resume and cover letter addressed to Brendan Yorke, Vice President of Strategy and Operations, at [apply@teachforcanada.ca](mailto:apply@teachforcanada.ca).

Teach For Canada is an equal opportunity employer. As an organization that works with Indigenous communities, we value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply.

