



JOB TITLE: Manager of Operations and Logistics (Ottawa Ontario)

JOB TYPE: Full time, Permanent

REPORTS TO: Executive Director

Job overview

H.O.P.E. (Helping Other People Everywhere) is a not-for-profit event management organization that raises funds for charities in Ottawa. Reporting to the Executive Director, the Manager of Operations and Logistics will be responsible for the effective and efficient management of H.O.P.E events and office operations. The Manager, Operations and Logistics will be responsible for the planning and leading a volunteer team responsible for the execution of the main fundraiser HOPE Volleyball Festival.

General Requirements

- Be nimble, adaptable and solution-focused when problem-solving;
- Lead effectively within a multi-team environment;
- Carry out various functions of a complex nature, requiring initiative and self-direction;
- Have strong people leadership skills (influencing, coaching, confronting, motivating).
- Self-prioritize and organize work effectively and efficiently to ensure quality of work, often with deadlines and shifting priorities;
- Interact effectively with staff, Board of Directors, planning committee, suppliers, event partners, volunteers and other external organizations;
- Conduct themselves in a manner that is fair and equitably and maintain high ethical standards;
- Demonstrate ability to work independently and under pressure with attention to detail;
- Operate duties in accordance with H.O.P.E. Bylaws, Policies and Procedures and code of ethics;
- Able to handle sensitive information in a professional and confidential manner.
- Have strong project management skills with ability - to delegate, monitor and follow up.
- Ability to work with minimal supervision.

Key responsibilities:

The Manager of Operations and Logistic will:

- Build, manage and motivate a high-performance planning team volunteers for H.O.P.E Volleyball Festival. Manager of Operations and Logistic will manage three Event Managers, which are volunteer positions, that help oversee the planning team during the planning and execution of the event.
- Create clear event plans and critical paths, in line with the overall event vision
- Prepare, develop and oversee event budgets. Ensure costs are controlled and managed effectively, including focus on cost savings.
- Ensure processes are aligned and optimized to ensure the successful delivery and performance of our events.
- Build and develop key stakeholder relationships with community partners, city of Ottawa staff, suppliers, vendors and sponsors.
- Ensure promised sponsor/partner benefits are delivered.



- Conduct post-event meetings for events and create a list of objectives and improvements for future events and ensure those improvements are implemented.
- Maximize revenues and opportunities for the H.O.P.E. organization.
- Able to work weekends and overtime as required.

Minimum Requirements

- graduate from a post-secondary institution in business administration, event planning or an equivalent combination of education and relevant experience;
- 1 to 2 years experience in operations or event management
- ability to communicate (oral and written) at a professional level;
- knowledge of financial and accounting processes;
- demonstrated ability using Microsoft Office Suite
- Valid driver's license

Desired Abilities/Experience:

- Bilingualism
- Experience working with volunteers
- Familiarity with social media

How to apply

Interested candidates should submit a cover letter and résumé in a PDF format before October 21, 2022. Cover letter is to include salary expectations.