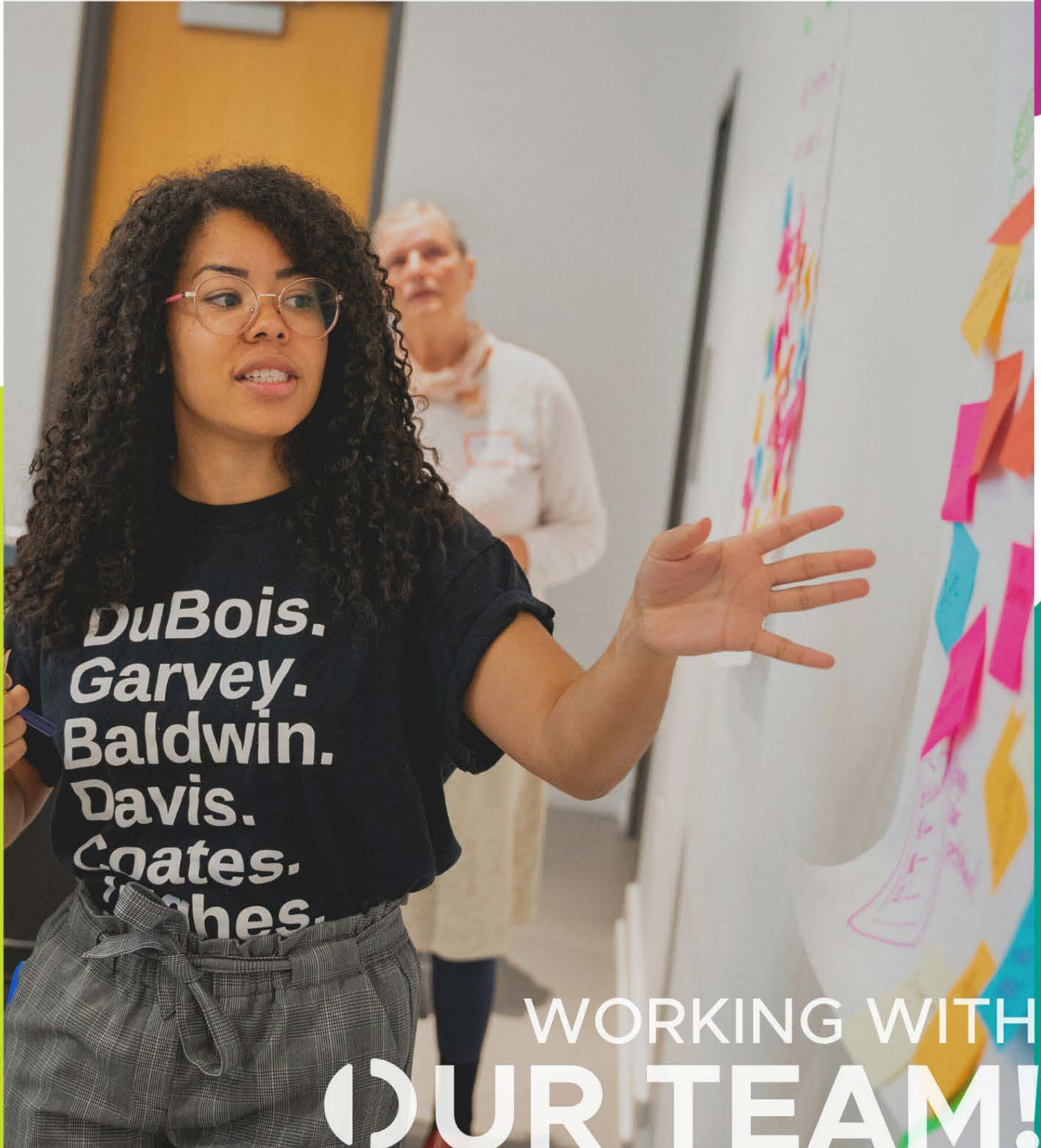




# Impact Organizations of Nova Scotia

Improving Lives by Empowering Community



WORKING WITH  
**OUR TEAM!**

# Operations Coordinator

## Valuing Lived Experiences

**Impact Organizations of Nova Scotia (IONS) is working toward a more just and equitable Nova Scotia and that starts with our team. We grow, learn and better serve our communities with a diversity of perspectives and lived experiences. We welcome and prioritize the unique contributions people bring with their education and ways of knowing, culture, Indigenous status, race, spoken languages, gender identity and expression, sexual orientation, age, religion, disability, and geographic location in the province. We are committed to being an inclusive and equitable employer and creating a welcoming workplace.**

We encourage applications from those from African Nova Scotian, Indigenous, Black, racialized, 2SLGBTQIA+, and disabled communities. We prioritize diversity in our selection process. If you are a member of an equity-deserving groups, and feel comfortable doing so, please self-identify in your cover letter and/ or resume.

## Working with IONS

It's time to reimagine what's possible in, with, and for communities. The IONS team is passionate about supporting Nova Scotia's Community Impact Sector and has a culture rooted in learning, challenging dominant ways of working, and building trust-based relationships. We engage in continuous adaptation based on our experiences and feedback, both in relation to what we offer the sector and how we work together internally.

Our team is headquartered in Halifax with the ability to support hybrid and remote working arrangements. IONS currently has nine (9) full-time staff, eight (8) of which are based in Halifax and one (1) in Cape Breton. We are currently examining how we structure and work together and are on a path toward an organizational model that prioritizes peer-to-peer accountability and collaborative teamwork over hierarchy. You will be joining us while we are still on this transitional path – so an interest in experimenting with new ways of working will be important! We are committed to developing a healthy workplace culture that helps to prevent burnout and have a four-day work week.

We seek to support the volunteers and staff who are organizing and working to build a more just and equitable society in Mi'kma'ki. To advance this work and provide administrative support to our Operations Team, we're expanding our team with the addition of a full-time Operations Coordinator role.

- This is a full-time position with a dynamic and passionate team.
- This position has the possibility of being remote or based in the Halifax office with hybrid working options.
- Compensation will be between \$50,000-55,000 commensurate with experience.
- A 4-day work week (Fridays off – totaling 32 hours/week with some flexibility within the working day) is part of the IONS benefits package.
- Vacation (4 weeks) and wellness days (12 per year), as well as office closure during the winter holiday period, will be part of the compensation package.
- We offer a comprehensive health plan (employees pay 50% of health and dental portion plus 100% of long-term disability) and a \$250/year wellness fund per year (prorated based on start date). Health benefits are available starting immediately.

IONS is a hybrid workplace, and aims to support those living anywhere in Nova Scotia. We have an office space in Halifax (2045 Harvard Street) and Halifax staff have created a schedule that typically allows 1-2 days a week in the office/working from home. Physical space accessibility considerations: our office entrance has 5 steps. There is no ramp or automatic doors. The space may be challenging to navigate for folks with mobility concerns.

## About Impact Organizations of Nova Scotia

Located in Mi'kma'ki, Impact Organizations of Nova Scotia (IONS) connects, supports, and advocates for Nova Scotia's Community Impact Sector. Celebrating 10 years of promoting a healthy, sustainable sector, our role is to address sector workforce challenges, to build capacity within organizations, and to increase access to expertise, opportunities, and resources.

Over the past few years, our focus has evolved and expanded to fully embrace our role championing the Community Impact Sector— voicing and amplifying the vital services and work of impact organizations. With systemic issues and major social challenges facing those living in Nova Scotia, we are committed to a more just and equitable society by empowering people in the sector to be leaders of transformative change.

We believe we can play an important role in bridging this change. We model new ways of working to demonstrate new possibilities and inspire change, supporting organizations to implement just and equitable practices. We encourage collaboration and inclusion by bringing people together to connect, share ideas, and transform their work. We support changemakers in caring for others and themselves. We know that if we center reciprocity in community, provide the tools, and help remove barriers, people can realize their potential and have their greatest impact.

## How You will Support the IONS Team

We are seeking an individual who is passionate about purpose-driven work and takes pride in being both organized and able to contribute to a wide variety of tasks. You will be working most closely with the Operations Manager and the IONS Operations Team. You'll be supporting nearly all aspects of IONS' work, so you'll have to be comfortable with changing tasks and jumping in where needed. We hope to find someone who loves working collaboratively, values diversity of knowledge and viewpoints, and is solution oriented. You will also need to be very comfortable with learning and using a variety of technology systems and supporting general logistics and administrative tasks. We also want to make sure you have opportunities to engage in projects that pique your interest and help you develop your leadership skills.

This position is suitable for someone in the early stages of their career, and we encourage applications from recent graduates, as well as those with experience in nonprofit administration.

## What Does the Role Involve?

The Operations Coordinator role will report to the Operations Manager and work closely with people across the organization. The role will include supporting the Operations Team on a range of tasks related to the IONS Operations, Digital Systems, and Financial Administration as well as other administrative tasks as needed. The percentages listed in the table below are meant to offer a high-level view of how we anticipate time in this role will be spent, but please note that this may change depending on current priorities.

Activity Area	Key Responsibilities
<b>Financial Administration support</b> (30%)	<ul style="list-style-type: none"> <li>• Lead the review and administration of Monthly Expenses approvals and Reconciliation</li> <li>• Support the Executive Assistant and Big Picture (Leadership) Team in generating any reports and updates required for Budgeting and Board Approval</li> <li>• Work with accountant and Leadership to support annual Audit of Financials</li> <li>• Assist with any training and team support required for expense claims and management</li> </ul>
<b>Digital Systems Administration and Maintenance</b> (25%)	<ul style="list-style-type: none"> <li>• Manage and track billing and administration for various digital systems used by IONS</li> <li>• Support training and onboarding of new users and team members to digital systems in the organization</li> <li>• Liaise with external tech support to support troubleshooting issues and implementing solutions</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage, track, and maintain an accurate inventory of all IONS Technology and Hardware</li> <li>• Support Operations Manager in procuring and troubleshooting any systems and hardware needs for the organization</li> </ul>
<b>General Administration support for the Operations Team (and organization)</b>  <b>(25%)</b>	<ul style="list-style-type: none"> <li>• Provide scheduling support as it relates to the Operations Team and for Full Team events and gatherings.</li> <li>• Provide logistical support for external meetings including securing venues, ordering catering, etc.</li> <li>• Lead and manage inventory and procurement for organization-wide office supplies and needs.</li> <li>• Support revision and publication of IONS policies and processes as well as internal training</li> <li>• Support the Operations Team with a variety of admin tasks on an as-needed basis related to the overall management of operations, funding administration and partner/ government relations.</li> </ul>
<b>Organizational Reporting and compliance support</b>  <b>(5%)</b>	<ul style="list-style-type: none"> <li>• Work with the Executive Assistant to ensure the IONS compliance calendar is updated and deadlines are met.</li> <li>• Support the coordination and tracking of IONS external contracts</li> <li>• Support any reporting and compliance activities required for funders or Registry of Joint Stock Companies</li> </ul>
<b>Internal meetings, project work and organization-wide priorities</b>  <b>(15%)</b>	<ul style="list-style-type: none"> <li>• Participate in team meetings, retreats and training activities.</li> <li>• IONS is increasingly moving toward a team-based environment where every team member has an opportunity to engage in project work that may be outside their core responsibilities but of interest to them. As such, a portion of time will be allocated for project work that is energizing to the team member.</li> </ul>

### We're Hoping to Find a Dynamic and Motivated Person Who:

- Has confidence and experience with financial management and administration associated with operating a nonprofit organization – for example, expense coding and bank reconciliation. Past bookkeeping experience would be an asset.
- Is very comfortable working and problem solving in a MS365 environment including the use of SharePoint, Teams, Outlook and MS Office products.
- Has strong confidence with technology and is flexible and adaptable to new systems and tools.
- Thrives on supporting a wide range of tasks and projects and is able to effectively manage many simultaneous activities.

- Has experience with scheduling groups of people and coordinating logistics for meetings.
- Has excellent written and oral English communication skills.
- Has high attention to detail.
- Is committed to anti-racism/ anti-oppression, justice, equity, and empowerment of equity-deserving groups.

**\*We recognize that learning and knowing happens in many ways and values perspectives from lived experience, thus equivalent combinations of education and experience will be considered.**

## Want to be a Part of Our Team? (How to Apply)

**Deadline:** Applications will be accepted until midnight on Wednesday, November 1st.

**Start Date:** We are hoping to have someone in place by or shortly after November 27th.

**Submission Process:** [Fill out the form here](#) to submit your application!

If you require any accommodations in submitting your application or navigating the process, please reach out to Alexandra Theroux at [alexandra@ions.ca](mailto:alexandra@ions.ca) or via phone (text or call) at 902-223-7691.