



JOB POSTING: Operations Coordinator

Job Summary:

Amref Health Africa in Canada (Amref Canada) is looking for an enthusiastic professional who wants to grow their career in a supportive and dynamic environment. Are you a motivated and vibrant worker with strong administrative, organizational, and interpersonal skills who is excited by growth and charting new territory? The ideal candidate takes pleasure in both fine details and large tasks and will help Amref Canada build and strengthen our internal operating systems and processes. They will also support in bringing disparate organizational pieces together to create a cohesive whole.

Organization Profile:

Amref Health Africa is Africa's leading health NGO. We are Africa-led and Africa-based, and we partner with communities in over 35 countries to sustainably strengthen health systems and improve access to life-saving care. Our vision is of a continent where high-quality healthcare is accessible and affordable to all. Amref Health Africa is at a crucial juncture, in Canada and globally. We are in the fortunate position of being able to invest in our fundraising capacity - and we are ambitious, aiming to significantly increase the amount of unrestricted funding we raise from individual supporters in Canada. It is therefore an exciting time to be joining Amref Canada: Visit our website www.amrefcanada.org

Core Competencies:

The Operations Coordinator will be responsible for logistical and administrative support across the organization. Key to the job is prior experience in operations work, a positive and can-do attitude, and being a self-starter. We are looking for someone who takes great pride in their work, shows attention to detail, uses a broad-minded approach to the work, and is able to work independently and also as part of a team. They will bring enthusiasm and a collaborative spirit to the work.

Key Qualifications:

- Minimum of a bachelor's degree and 3-5 years professional experience in a related position. Not for profit experience considered an asset.
- Proficiency in Microsoft Office Suite.
- Highly organized with attention to detail; patience; ability to work independently and coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline.
- Keen analytical, organizational, and problem-solving skills which support and enable sound decision making.
- Previous experience managing volunteers and interns considered an asset.
- General knowledge and comfortable using a customer/donor information database (e.g., Microsoft Dynamics) an asset.
- Experience with project management software an asset.
- Previous finance and HR experience an asset.
- Strong interpersonal skills.

- Excellent communication skills.
- Ability to work as part of a team.
- Willingness to learn and grow with the organization.
- Personal qualities of integrity, credibility, and dedication to the mission of Amref Health Africa.
- Serve as a highly positive and collaborative partner with colleagues throughout the organization.

Status: Full-time, permanent

Reports to: Executive Director

Application process:

Please send a CV and cover letter with “Operations Coordinator” in the subject line to: jobs@amrefcanada.org

Application is open until the position is filled.

We are committed to the Accessibility for Ontarians with Disabilities Act and offer accommodation for all persons with disabilities throughout all parts of the recruitment and selection process. Please let us know if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.