



Department: Administration
Title: People & Operations Manager

Position Type: Manager

Reports to: Vice President, Marketing, Communications, & Fund Development

Location: Lower Mainland

Reporting to this position: Data & Systems Administrator, Administrative Assistant

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be an integral part of one of the largest and most respected sport organizations in the world.

The People & Operations Manager will report to the Vice President, Marketing, Communications, & Fund Development, and serve as a member of the organization's management team. The People & Operations Manager provides the management, and vision necessary to oversee the organization's people strategies and internal operations. The role will oversee functions including recruiting, performance management, benefits, policy and procedure compliance, employee engagement, internal operations, risk management and privacy compliance. The successful candidate will be experienced and knowledgeable about best HR and operations practices and protocols, and serve as a resource to senior management, managers, and all staff.

This position collaborates with all departments including Administration, Sport, Program and Administration, and manages relationships with external stakeholders including Special Olympics Canada, Special Olympics North America, ambassadors, volunteers, and suppliers.

The successful People & Operations Manager will:

- Believe strongly in the Special Olympics mission, vision, and values.
- Act as a resource to the team by providing expertise, guidance, and coaching in all areas of human resources including employee relations, performance management, recruitment and retention, compensation and benefits, legislative compliance, etc.
- Manage performance review processes, aid managers and team members and ensure timely and accurate completion of all documents.
- Drive employee engagement initiatives, such as employee surveys, to maintain an excellent working environment. Plan and coordinate team events.
- Develop and maintain organizational charts, employee handbooks, and other HR resources.
- Maintain SOBC risk register and provide recommendations and strategies to assess and calculate risk to the organization.
- Act as the organization's Privacy Officer.
- Update and create association policies and processes.
- Support volunteer operations in overseeing those policies for discipline, appeals, and termination of volunteers.
- Ensure compliance with employment laws, government agencies and non-profit policies and procedures.
- Create meaningful and trusting partnerships with managers and employees to achieve common goals.



- Represent SOBC in a professional and respectful manner when liaising with stakeholders and at committee meetings and events.
- Provide support, guidance, and leadership to those reporting to you.

What you'll bring:

- 3-5 years of experience in an Operations role with HR expertise
- Preferably CPHR certified
- Knowledge of Employment Standards Act (ESA), Human Rights Code, Workers Compensation Act, and Personal Information Protection Act (PIPA) and ability to research statutes and common law
- Strong proficiency and experience using Microsoft Office applications (Excel, Word, Outlook, PowerPoint) in order to develop and maintain various documents, spreadsheets, and databases
- Strong supervisory skills
- Commitment to continuous learning to update industry knowledge
- Excellent communication, interpersonal, and organizational skills
- Detail-orientated and conscientious work ethic
- Self-driven to work independently with the ability to work effectively and collaboratively in a team environment
- Will successfully complete a Criminal Record and Vulnerable Sectors Check

This position will require you to work some evenings and weekends, and have some travel throughout B.C. At present, Special Olympics BC staff are working in a hybrid work from office/ work from home model. Special Olympics BC reserves the right to change this model in the future. The current salary range for this position is \$65,000 to \$85,000 (commiserate with experience) per year plus a comprehensive benefits package.

If this is your dream job, please send your resume and cover letter to hmaciver@specialolympics.bc.ca.

About Special Olympics BC

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. To learn more, please visit www.specialolympics.bc.ca.

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, sə́lilwətaʔt təməxʷ (Tsleil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.