



Woolwich Counselling Centre is a not for profit, community-based counselling agency facilitating emotional and mental wellness in the Townships of Woolwich and Wellesley and beyond. We create awareness, provide education, and promote preventative strategies for mental wellbeing for individuals, families and communities. In partnership with other community agencies, we act as a catalyst for healthy living.

Woolwich Counselling aims to be an employer of choice by offering flexibility, a small team environment with individual and group supervision, competitive compensation packages, and attention to work-life balance. We offer reputable clinical services and rank highly in client satisfaction. We are looking for a Business and Operations Coordinator to join our experienced and growing team!

Business and Operations Coordinator

(Part-time Position; 2-3 days/week, flexible, some evenings may be required)

The overall responsibility of the Business and Operations Coordinator is to work in conjunction with the Executive Director in implementing WCC's priorities related to financial management, Information Technology (IT) and operations. The Business and Operations Manager will take primary responsibility and oversight in the areas of financial management and recordkeeping, IT and data management and reporting, and building upkeep and maintenance needs. The Business and Operations Coordinator reports directly to the Executive Director (ED).

Qualifications Include:

- Exemplary finance and book-keeping knowledge in a charitable organization, with experience in maintaining financial records, preparing and monitoring annual budgets, completing payroll, knowledge of tax requirements in not for profit setting
- Ability to manage and liaise with IT and building maintenance supports
- Strong organizational skills and well-developed communication skills
- Creative, takes initiative, and demonstrates accountability
- Computer software competency and experience (Microsoft Office suite, accounting software, data management systems)
- Experience with data management and development of Continuous Quality Improvement (CQI) projects
- Ability to manage details and take initiative on assigned projects.
- Ability to work independently and as a member of a team with proven ability to establish effective working relationships with all levels of the team, volunteers, Board members and partner organizations
- Ability to acquire and maintain sound knowledge and understanding of the organization and all projects and programs
- A minimum of a diploma or degree (Bachelor's or Master's level) in a relevant field (ie. business, non-profit management, accounting) from a college or university of recognized standing or equivalent experience.
- Minimum of 5 years book keeping experience with a registered charity

We offer a competitive salary, and benefits package (flexible health spending amount, paid time off, retirement contribution).

Please e-mail your cover letter and resume by August 8, 2022 to:

Amanda Wood-Atkinson, Executive Director
Woolwich Counselling Centre

amanda.woodatkinson@woolwichcounselling.org

We thank all applicants for their interest however only those selected to be interviewed will be contacted.