



Operations Director

At Green Economy Canada we envision an economy where environmental sustainability, human well-being, and business success are synonymous.

[Green Economy Canada](#) is a national non-profit accelerating Canada's transition to a vibrant and inclusive net-zero future. We lead a network of [Green Economy Hubs](#) across the country that bring together, support and celebrate businesses in taking action on climate change and building sustainability into their operations. To date, over 600 businesses have been supported to collectively reduce over 225,000 tonnes of GHG emissions -- the equivalent of removing over 69,000 cars off the road each year. Join us in making business better, together!

The Opportunity

The Operations Director plays a key role in ensuring that Green Economy Canada has a strong internal foundation to do our best work and continue to scale our impact across Canada. You are a values-driven and results-focused leader who is excited to help our organization run like a well-oiled machine and deliver on its commitments. You are highly organized with exceptional interpersonal skills and have experience with people and financial management. You are skilled at holding the big picture alongside diving into the details, and enjoy thinking about and improving how we collaborate, communicate, and achieve our ambitious goals together as a remote team.

Does this sound like you? Then join our team of changemakers and let's transform business as usual!

Ideal Start Date: September 3, 2025

Term: Full-time, ~13 month contract (parental leave cover, including 3-4 weeks of overlap training)

Salary: \$82,000 / year

Benefits:

- Health and dental package or \$2,000 health and wellness allowance / year (if opting out of benefits due to existing spousal coverage)



- Access to virtual Employee Assistance Program
- \$60 / month home office stipend
- ~6 weeks off annually consisting of: 3 weeks discretionary vacation time + 2 weeks shut down over December holidays, Summer Fridays (bi-weekly Fridays off during July and August), and Green Economy Canada's expanded statutory holiday policy which provides 12 equalized stat holidays per year to the entire staff team regardless of province or territory of residence.
- Flexible work arrangements to maintain a healthy work life balance
- Access to a professional development budget and dedicated work time to pursue PD opportunities
- Strong collaborative culture, meaningful work, and awesome teammates!

Location: Remote work opportunity, must be located in Canada

Reports to: Executive Director

Direct Reports: Operations Coordinator

What Does the Operations Director Do?

The Operations Director and Operations Coordinator form the Operations Team. They work together with the support of the Executive Director to deliver on all aspects of Green Economy Canada's operations.

HR (35%)

- Champion GEC's team culture by developing and maintaining practices that ensure GEC is a psychologically safe, supportive, and socially-connected place to work, proactively keeping a pulse on team and organizational health, and receiving internal feedback.
- Work with the Executive Director and Operations Coordinator to ensure GEC's human resources needs are filled, including overseeing our hiring, onboarding, and offboarding processes, and leading retention initiatives such as internal progression pathways, professional development processes, and compensation reviews.
- Act as GEC's staff Human Resources representative, providing guidance on human resource questions and challenges, and utilizing our external HR advisor as needed.

Finance & Legal (35%)

- Ensure that GEC meets its legal and financial obligations federally and across all provinces in Canada that we operate in.

- Work with the Operations Coordinator, Bookkeeper, Board Treasurer, and Executive Director to proactively monitor organizational financial health, and ensure strong financial management of the organization, including: ensuring cash flow records and books are up to date, approving payroll, approving expense reports, ensuring annual government filings are up to date, ensuring receivables and payables are managed appropriately, and preparing financial statements for quarterly board meetings.
- Co-lead annual budget development with the Executive Director.
- Work with the Operations Coordinator, Bookkeeper, and Board Treasurer to prepare for and successfully complete our annual financial audit.
- Lead improvements to GEC's financial tracking systems, financial controls, and processes to ensure more accurate, efficient and streamlined tracking and reporting of GEC's finances organisation-wide.
- Liaise with our external finance and legal advisors as necessary to support GEC's work.

General Operations (15%)

- Work with the Operations Coordinator to create and manage GEC's policies and practices, including those that enable GEC to authentically contribute to addressing racial equity and Indigenous reconciliation as we carry out our work.
- Work with the Operations Coordinator to ensure that staff have the right tools, processes, technology, and digital infrastructure they need to do their work effectively. Advocate for improvements to GEC's systems based on external learnings and feedback from team members.
- Host or support all team learning and convening opportunities, including staff Townhalls, an annual Truth & Reconciliation Unlearning Day, and other trainings and socials.
- Navigate and prioritize net new operations work that arises.

Strategy & Governance (15%)

- Work alongside the Executive Director and Operations Coordinator to prepare for quarterly board meetings by creating the board package, identifying board discussion topics, and ensuring action items are completed post-meetings.
- Steward planning processes (e.g. strategic, annual, quarterly) with support and guidance from the Executive Director and other members of the Senior Leadership Team, and set up systems and processes for the team to effectively track progress towards goals.

What We Hope You Will Bring

We recognize that potential candidates may not apply for a position if they don't hit every single criteria included in the job description—particularly members of underrepresented groups. Even if your experience doesn't necessarily check off all the boxes below, we still encourage you to apply, and promise that your application will receive a review from our team. We also know that a resume can only show so much at this stage, so we encourage you to share more about yourself. For example, if you've made career transitions, you're self taught in a new role, or you have skills/experience you'd like to highlight, we want to hear more about what you could bring to this role, and to our organization.

- **Relevant work experience (5+ years):** including managing budgets and financial reporting, managing teams and organizational processes, and developing and implementing strategy.
- **Project management and organizational skills:** Demonstrated success with managing significant projects and project plans from conceptualization through to implementation; can effectively lead a project team, manage logistics and competing priorities, and navigate trade-offs to achieve the desired outcomes.
- **People management:** Experience managing direct reports, with a track record of team building and developing others. Values-driven leader who fosters a culture of empowerment, inclusion and psychological safety.
- **Critical-thinker and strategic decision-maker:** Can think critically and strategically to create potential solutions and recommendations with strong justification, and inform key decision-making across the Green Economy Canada team; can act decisively to focus resources on the highest value activities.
- **Exceptional interpersonal and communication skills:** With an ability to listen well and work collaboratively with team members to support a caring, productive, and positive work dynamic. You are comfortable working both independently and remotely, with an ability to form strong collaborative relationships with team members and external partners, and support direct reports to excel in their role. Ability to anticipate, negotiate, and resolve conflict.
- **Comfort with organizational tools and platforms:** including Excel, Google Docs, Asana, and Slack and are comfortable learning new technologies. Experience with Quickbooks is a significant asset.
- **Proactive, conscientious and detail-oriented:** You are proactive in identifying what needs to get done and where there might be road blocks, actively communicate and close the loop, and ultimately build trust that work is completed with quality and care.
- **A learning and resourceful mindset:** to help find solutions to challenges while growing your knowledge and skills and Green Economy Canada's capabilities. Strong comfort with navigating ambiguity. You are receptive to feedback, strive to learn from mistakes

and experiences, and integrate those learnings in a thoughtful way to achieve stronger outcomes in the future.

- **Integrity, authenticity and a passion for creating transformative impact:** You believe in the work we're trying to achieve, and will act as a professional ambassador for Green Economy Canada. You model values of trust, vulnerability, and integrity.
- **Excitement for working in a small but innovative non-profit with ambitious sustainability goals.** You enjoy having diverse but focused work, a flexible and evolving working environment, and opportunities to learn and grow alongside wonderful people.

How To Apply

Please submit your application [here](#). Any questions about the role can be directed to the attention of Melissa Gerrard, Operations Director, at hr@greeneconomy.ca. Interviews will be conducted on a rolling basis starting the week of August 4 and will continue until the position is filled.

Please advise if you have any accommodation needs - we are committed to ensuring you can participate fully in the recruitment process. We sincerely thank all applicants, however, we will only be able to personally contact those selected for an interview.

Green Economy Canada is an equal opportunity employer where a diverse mix of talented people do their best work because of, not in spite of, our differences. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, colour, religion (creed), gender identity, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation.

What's it Like Working at Green Economy Canada?

At Green Economy Canada, we seek to blend the nimbleness and autonomy of a small team with the influence and opportunities afforded to a national network.

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in.
- We want working together to feel effortless and the ways we work together to be intuitive.

- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At Green Economy Canada, it's okay to fail.
- We have fun, enjoy working together, and laugh often.
- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action. We challenge each other, think critically, and strive for objective decision-making.

Our Manifesto:

Now is the time to transform business-as-usual. From the climate crisis to vast social inequalities, we know the status quo isn't working. Together, we can change this.

It takes all of us — every business and organization across Canada — to seize this moment. It's a matter of rethinking what we do and how we do it, and working together to make it a reality.

Green Economy Canada sees what's possible.

Our network is a place for leaders who are ready to challenge the status quo and make the transition to a vibrant and inclusive net-zero future.

It's a journey we will take with you.

It starts with listening and understanding what can be done differently. It means providing the guidance, tools, and connections to help you succeed. It accelerates when businesses, non-profits and governments join forces. And it ends with seeing how we can do more together than alone.

So, join us, and let's make business better, together.