



Operations Coordinator

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 Coordinator plays a key role in supporting our national team of changemakers and increasing our organizational effectiveness as we continue to scale our impact. You will provide foundational support to Green Economy Canada (GEC) across operations, human resources, finance, and governance, and support the administration of various GEC projects. As an ideal candidate you are highly organized and detail-oriented, you enjoy building and maintaining processes and tools to keep our operations running smoothly, and you are excited by the prospect of applying your creativity and critical thinking to improve our connection, collaboration, recognition, and learning practices as a remote team.

Ideal Start Date: January 2025

Term: Full-time, permanent

Salary: \$50,000 / year

Benefits:

- Health and dental package or \$2,000 health and wellness allowance / year (if opting out of benefits due to spousal coverage)
- Access to TELUS Health Employee Assistance Program
- \$60 / month home office stipend



- 3 weeks vacation time + 2 weeks shut down over December holidays and other time off benefits including Summer Fridays (bi-weekly Fridays off during July and August), and eligibility for Green Economy Canada's statutory holiday policy which provides 12 stat holidays per year.
- Flexible work arrangements to maintain a healthy work life balance and 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: Operations Director

What Does the Operations Coordinator Do?

Provides foundational operations, HR, and finance support

- Works with the Operations Director to identify, develop, and maintain the right tools, processes, and policies for staff to work effectively and flourish in their roles.
- Works with the Operations Director and Green Economy Canada's bookkeeper to support organizational financial processes, including drafting and issuing invoices, preparing for our annual audit, maintaining financial records, and other financial tasks as required.
- Supports high quality hiring through creating job postings, researching compensation best practices to ensure we have a competitive package to attract and retain top talent, coordinating hiring processes, and screening applicants as needed.
- Facilitates onboarding and offboarding processes and related resources for staff and managers.
- Supports organizational governance by scheduling quarterly board meetings, creating board meeting materials with the Operations Director, researching governance-related best practices, and other governance tasks as needed.
- Leads Green Economy Canada's health and wellness supports, including: administering our benefits package and health and wellness allowance, identifying and operationalizing ad hoc health and wellness initiatives for the team, and improving how we support team members' physical, mental, and financial wellbeing.
- Works with the Operations Director to administer and evaluate Green Economy Canada's annual staff survey, and develop tactics to address areas for improvement.
- Serves as the first point of contact for Green Economy Canada, managing inquiries in a professional and timely manner through the main info email account and phone line.
- Identifies opportunities to improve internal operations and proactively brings forward recommendations with strong rationale.

- Provides administrative support to the Executive Director and Operations Director, and supports the administration and reporting for various projects at GEC, as required.

Strengthens Green Economy Canada's team culture, learning, and recognition practices

- Leads team building and celebration opportunities through activities such as: chairing the social committee, coordinating monthly team socials and other gatherings, recognizing staff birthdays and anniversaries, and identifying and executing new ideas to strengthen team connection and recognition practices.
- Works with the Operations Director to identify and lead team learning and professional development opportunities across the year, including: organizing our annual Truth & Reconciliation Unlearning Day, coordinating team-wide professional development, and ensuring team members are educated about and using their professional development plans and budgets.
- Works with the Operations Director to develop and meaningfully implement Green Economy Canada's diversity, equity, and inclusion, and reconciliation efforts.

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.

- **Based in Canada.**
- **Relevant work experience (2+ years)** in supporting organizational operations, working with internal and external stakeholders, and administering projects.
- **Exceptional interpersonal 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, and collaborating regularly with a larger team. You act as a trusted ambassador and spokesperson for Green Economy Canada
- **Conscientious and detail oriented** with an ability to effectively plan and manage multiple priorities, be proactive, and build trust that work is completed with quality and care.
- **Comfort with organizational tools and platforms** like Google Suite, Asana, and Slack and are comfortable learning new technologies. Experience with Quickbooks is an asset.

- **Critical thinking and analytical skills** to identify opportunities to improve systems and processes, and recommend a course of action. An ability to share perspectives candidly and diplomatically to generate better solutions.
- **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.
- **Receptivity to feedback**, learning from experiences and integrating those learnings in a thoughtful way to achieve stronger outcomes in the future.
- **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 apply through [this form](#). If you have any questions about the role, please submit them to the attention of Melissa Gerrard, Operations Director, at hr@greeneconomy.ca. Interviews will be conducted on a rolling basis starting the week of November 25 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.