

National Trust
for Canada
Bringing heritage to life



Fiducie nationale
du Canada
Le patrimoine en vie

*Viceregal Patron: Her Excellency the Right Honourable
Mary Simon Governor General of Canada*

*Présidente d'honneur vice-royale : Son Excellence la très honorable
Mary Simon Gouverneure générale du Canada*

NATIONAL TRUST FOR CANADA

Position Title: Manager, Operations

Are you a motivated problem-solver who enjoys working with other people? Do you want to make a difference for Canada's heritage?

It is an exciting time to join the National Trust for Canada where we bring people together to care for and promote heritage places. If you're passionate about our mission, read on....

ABOUT THE NATIONAL TRUST FOR CANADA

Created in 1973, the National Trust for Canada is the leading national charity dedicated to the conservation of Canada's historic places. The Trust believes that heritage places and older buildings are integral to solving community challenges and meeting contemporary needs, including climate resilience, diversity and inclusion, identity and sense of place, and community wellbeing.

ABOUT THIS JOB

Reporting to the Chief Financial Officer, the Manager, Operations, oversees the office and property management for the National Trust for Canada. This includes managing contracts for office equipment and capital projects on our heritage sites. Offering diverse experiences, this role also manages the delivery of the Young Canada Works program to over a hundred heritage organizations each year, liaising with sites and the funder, monitoring payments and overseeing the evaluation process. The Manager provides logistical support to the National Trust's annual conference.

The successful candidate will bring strong administrative skills and the ability to keep precise records. The ability to prioritize, problem-solve, be well organized and detail oriented are critical to success in this role. A service mind-set is key to this position. The role demands excellent communications, interpersonal and organizational skills.

The duties of this position require advanced word processing and database software skills using the Microsoft suite of products, MS365, and a working knowledge of web interface and contact management software is an asset.

The incumbent must have initiative, good judgment, tact, and discretion to ensure the smooth operation of the Trust's head office and the ability to deal with confidential and sensitive issues as they arise.

KEY RESPONSIBILITIES

- Manages key functions to support the smooth operation of the national charity's head office.
- Liaises with landlord regarding office operations. Lead for Health and Safety.
- Manages electronic filing systems and hard copy records.
- Manages office contracts, for example copier lease and phones.
- Coordinates logistics for annual conferences such as the registration platform, and liaising with sponsors and exhibitors.
- Liaises with outsourced IT support. Offers first level support to users with hardware and software problems.
- Manages the delivery of the Young Canada Works program including the call for applications, assessment of applicants, notification and contracting with successful employers, budget oversight, and program evaluation and reporting.
- Manages three off-site properties including, liaising with third-party operators and contracting for repairs and maintenance.

EDUCATION AND EXPERIENCE

- Bachelor's degree (or equivalent) in a field related to the duties, such as (but not limited to) business administration, property management, finance or accounting, project management or heritage conservation.
- At least five years experience working in project, program or property management.
- Experience in coordinating and managing documentation through all phases of work including managing budgets, creating tender documents, tracking deadlines, project status reports and records keeping.
- Experience managing project communication and coordination, including leading internal and external consultations, and working groups.
- Experience in negotiating and managing contracts with outside suppliers and service providers.
- Specialist knowledge of heritage buildings is an asset.
- Experience working or volunteering with a cultural heritage organization is an asset.

LANGUAGE PROFILE

The ability to speak, read and write at an advanced level in one official language is required. The ability to speak, read and write at a fully competent level the second official language is an asset.

WORK SCHEDULE AND EMPLOYMENT DETAILS

- The National Trust is based at 190 Bronson Avenue in Ottawa. This is a Permanent, Full-Time, on-site position starting May 15, 2025 (negotiable).
- The starting salary range for this role is \$60,000 - \$70,000.
- The National Trust offers an excellent benefits package. As a permanent, full-time employee, you will participate in the Public Service Superannuation Pension Plan and have the option to participate in the Public Service Health Care Plan, Public Service Dental Plan and Public Service Management Insurance Plan; Paid sick leave, starting paid vacation of 3 Weeks, with 2 flexible days per year to accommodate cultural and religious observances.
- Paid professional development opportunities.

CONDITIONS OF EMPLOYMENT

- Must be eligible to work in Canada.
- As part of offer acceptance, the individual will be required to read and sign off on the Trust's Employee Handbook, "Working at the Trust."
- A criminal records check may be required -- this factor is not used at the pre-selection stage.
- May be required to work occasionally outside of normal business hours to support events. May be required to travel occasionally.
- Must be able to lift up to 20 kg.
- Must have a valid driver's license.

HOW TO APPLY

Please submit a cover letter demonstrating how you meet the required Education and Experience and your resume, as one PDF (Portable Document Format) document, to Audrey Morrison, Chief Financial Officer at amorrison@nationaltrustcanada.ca.

Due date for applications is **April 6, 2025**. We thank all applicants for their interest in the National Trust for Canada, however only those candidates selected for an interview will be contacted.

The National Trust for Canada is committed to an inclusive and barrier-free selection process and work environment. Accommodations are available on request for candidates taking part in all aspects of the selection process.