

The Mustard Seed of Calgary

Our Client, The Mustard Seed of Calgary ('The Seed'), develops and delivers services that bring hope and support to the homeless of Calgary. 'The Seed' is visionary, proactive and integral to the city. 'The Seed' has established a critical new position of **Operational Support Officer**. The position reports to the Chief Operations Officer and has executive level responsibility for all support functions.

Responsibilities

- Works collaboratively with the managers in the following functions: program development, mobilization(volunteers), finance, human resources, information technology, community relations, and fund development.
- Ensures that the organization has the capability and capacity to effectively support the front line activities of 'The Seed'.

Qualifications and attributes

- University degree in Commerce or Management
- 15+ years of relevant experience in a senior leadership position
- Experience in financial management including budgeting
- Solid business acumen
- Professional development in quality, team leadership, human resources
- Passion for the mandate and work of The Mustard Seed of Calgary

Contact

Laird Willson

403-539-6247

laird.willson@karencoe.com

Position will remain open until a suitable candidate is found.