



MULTIFAITH ACTION SOCIETY

Job Posting for Operations Manager

The Multifaith Action Society of BC is a Vancouver-based charity dedicated to interfaith dialogue and collaboration. We are looking for a part-time Operations/Programs Manager for 10 hours a week. This is a long-term position with opportunities for growth as the Multifaith Action Society grows and evolves. The position is ideal for someone looking for meaningful community work and who recognizes the value of creating interfaith connections and open dialogue among the myriad faith traditions and cultures in the province.

We are seeking an individual experienced in not-for-profit management, or similar field. Responsibilities include:

1. Communications Management: Website maintenance and updating; social media management; community outreach and promotion.
2. Office Coordination: Correspondence; financials - liaising with board treasurer and bookkeeper; assisting with legal reporting and filing,
3. Board Meetings: Liaise with board secretary and chairperson and attend monthly board meetings; carry out Board decisions and liaise with the Calendar Production Manager; Annual General Meeting notification, reports, and agenda.

Additional opportunities: Project/Event Management: Grant writing including application & reporting. Newsletter composing & distribution.

If you are interested in applying for this position, please contact: board@multifaithaction.org by August 31, 2023.

Starting date would be mid to late September 2023.