

Operations Officer (Part-Time, 3 days per week)

Job Posting

Who We Are

Thrive Youth Development Canada is a national charity that uses arts-based leadership programs to help young people in underserved communities discover their voice, build skills, and create positive change. Our small but mighty team stretches across Toronto, Vancouver, and Surrey—and we're looking for an organized, mission-driven professional to keep our back-office humming so our frontline programs can shine.

Position Summary

Reporting to the CEO, the **Operations Officer** is the administrative backbone of Thrive. You will own day-to-day finance and HR administration, provide light scheduling and board support, and ensure we meet all regulatory deadlines. This is a **permanent, part-time role (approx. 22.5 hours/week, spread over three weekdays)** with flexibility for hybrid work (Toronto preferred, other Canadian locations considered).

Key Responsibilities

Functional Area	What You'll Do
Finance & Payroll Support	<ul style="list-style-type: none">- Liaise with our external bookkeeper: collect & code invoices, prepare payment runs, chase missing information (receipts, invoices, receivables etc.- Track staff reimbursements and timesheets- Ensure bi-weekly approvals are on time.- Maintain digital finance files for audits and the annual CRA T3010 filing.- Support annual financial audit.- Deposit cheques and create tax receipts.
HR & Contract Administration	<ul style="list-style-type: none">- Coordinate onboarding for new employees, contractors, and artist-educators (offer letters, contracts, reference checks, account setups).- Keep records up to date.

	<ul style="list-style-type: none"> - Monitor probation, contract end dates, and work anniversaries. - Maintain personnel files.
Operations & Scheduling	<ul style="list-style-type: none"> - Book interviews, team meetings, and occasional travel. - Renew software subscriptions and vendor agreements. - Track licence keys and expiry dates. - Monitor workplace safety requirements. - DonorPerfect data entry.
Governance & Board Relations	<ul style="list-style-type: none"> - Prepare board and committee meeting packs. - Take accurate minutes and track action items. - Maintain corporate records, by-laws, and signing authority lists. - Support AGM logistics and filings under the Canada Not-for-Profit Corporations Act.
Web & Systems Maintenance	<ul style="list-style-type: none"> - Post minor content updates to our website (Wix). - Manage shared drives and basic CRM data hygiene. - Troubleshoot office tech issues before they escalate.

What You Bring

- **2–4 years** of administrative or operations experience, ideally in a nonprofit or small business.
- Working knowledge of **basic bookkeeping** and comfort with maintaining financial processes.
- Proven ability to juggle many moving pieces and meet deadlines with minimal supervision.
- Strong written and verbal communication skills—clear, friendly, and professional.
- Tech-savvy: Excel/Sheets, Word/Docs, Adobe or Canva, e-signature tools, and Wix.
- Understanding of (or eagerness to learn) Canadian charitable compliance: CRA T3010, privacy law, WorkSafe BC, and board governance.
- Commitment to equity, diversity, inclusion, and youth empowerment.
- A valid **vulnerable sector check** (or ability to obtain one) before start date.

Nice-to-Haves

- Experience taking board minutes or supporting governance committees.



- Familiarity with financial platforms (e.g., Dext, Plooto, QuickBooks Online)

Compensation & Work Environment

- **Hourly rate:** \$26 – \$30 CAD (approx. \$30 – \$35 K annually, pro-rated).
- **Schedule:** 3 set weekdays (flexible within 9 am–5 pm ET/PT). Occasional evening board meetings with time-off-in-lieu.
- **Location:** Hybrid, based in Toronto.
- Paid statutory holidays, employer CPP/EI contributions, and a culture that values flexible, wellness, and creativity.

How to Apply

Email info@thriveyouth.ca by July 9th, 2025 with:

1. A one-page résumé highlighting relevant experience.
2. A brief cover letter (max 300 words) telling us why this position resonates with you.

If you need accommodation at any stage of the hiring process, please let us know.



Thrive Youth Development Canada
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