

**Operations Director  
Parkdale Community Legal Services**

Parkdale Community Legal Services (PCLS) is both a community legal clinic and teaching clinic for Osgoode Hall Law School in downtown Toronto. We work with low income community members in a culturally diverse community. We focus our work in the areas of tenant law, immigration law, workers' rights, social assistance, violence and health, in conjunction with community development work to address systemic issues of social exclusion, displacement and poverty.

We are seeking an energetic and dynamic Operations Director to provide strategic leadership for PCLS as reflective of its mission. Reporting to the Clinic Director, the Operations Director is part of a management team that works collaboratively to provide leadership and support to PCLS and our community.

**Responsibilities**

- Supporting our organization's social justice work through application of anti-oppression practices
- Human resources management. Supporting and mentoring staff. Participation union related committee meetings and collective bargaining
- Oversee financial systems management. Budget reporting, monitoring, bookkeeping and forecasting
- Operational management. Develop and maintain internal policies and procedures, information technology, suppliers and facilities
- Financial reports to the Board. Support Board Committees and members' meetings

**Qualifications**

- Possess strong interpersonal skills – listening, communicating, and building consensus
- Keen understanding of the social phenomenon of poverty and demonstrate commitment to social justice
- Experience with human resources management and collective bargaining
- Strong non-profit financial management background including monitoring, budgeting, working with large funders and fundraising
- Experienced with information technology systems and in particular, implementation of case management systems
- Proven leadership skills
- Experience developing and implementing an effective human resources and administrative policies



PCLS has recently undergone an organizational review. The successful candidate will be dedicated to implementing recommendations for enhancing organizational culture through anti-racism and anti-oppression practices, and working closely with staff, Board members and community members on implementing recommendations linked to human resources, information technology and administrative operations.

PCLS is also 'on the move'. You will be joining the organization at a time of transition as we physically relocate our office within the community. You have experience supporting an organization through change and employ a management style that motivates our dedicated staff and nurtures their professional development. You will be a part of building organizational capacity and furthering the mandate of the clinic through this time of transition.

Assets include: experience working in a legal clinic, understanding Law Society of Ontario rules on handling money, experience transitioning an office through a move, highly organized, experience modernizing administrative systems, experience supporting fundraising campaigns.

### **Compensation**

PCLS offers a competitive salary and benefits package. Salary will be determined based on qualifications and experience.

### **Application Submission**

Submit your application in confidence with a cover letter and resume by **Tuesday April 23<sup>rd</sup> 2019 at 4:00p.m. to: [director@parkdalelegal.org](mailto:director@parkdalelegal.org)**

As an employer, PCLS is dedicated to building an organization that reflects the diversity of our clients and the communities we work with. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity. We encourage applications from individuals from diverse, marginalized and racialized communities and backgrounds.

PCLS promotes the principles of anti-oppression and adheres to the tenets of Ontario's Human Rights Code. **Please advise if you have any accommodation needs regarding the submission of your application.**

For more information about PCLS please visit our website [www.parkdalelegal.org](http://www.parkdalelegal.org)