



## Now hiring an *Operations Manager*!

The *Ontario Modern Language Teachers' Association/Association ontarienne des professeurs de langues vivantes* is currently seeking a creative, innovative individual who is self-motivated to work as part-time **Operations Manager** for the association.

Variable weekly hours will average approximately ten hours per week. This is a one-year term contract, with the possibility of extension, subject to performance and budgetary constraints.

The Operations Manager will work collaboratively with the Administrative Assistant and the Board of Directors. The Operations Manager will report to the OMLTA/AOPLV Executive Board of Directors.

### Qualifications:

- Candidates must be fluent in French and English; skills in additional languages would be a benefit
- Candidates should possess strong computer skills and the ability to multitask in a digital/telecommuting environment
- Knowledge of current issues in French as a Second Language and International Languages education in Ontario would be an asset
- Experience with conference planning, and/or grant- and report-writing, and/or non-profit management would be an asset

### Responsibilities:

- Facilitate the day-to-day running of the association, in conjunction with the administrative assistant and board of directors
- Plan and manage Spring and Fall conferences, with direction from conference chairs
- Coordinate various projects throughout the year (e.g., judges for the CPF Concours et festival d'art oratoire, Projet à Québec, writing projects, etc.)
- Create grant proposals for future projects/endeavours
- Co-author project proposals and reports for stakeholder organizations
- Assist with the newsletter, as required by the editor
- Assist with the website and social media platforms, as required by the webmaster
- Cultivate and coordinate partnerships with other associations, organizations and companies

Remuneration to be commensurate with experience and will be negotiated with the successful candidate.

Applicants are asked to submit their curriculum vitae and cover letter indicating their interest to the OMLTA President - [president@omlta.org](mailto:president@omlta.org) - by Friday, January 13, 2017.

We thank all candidates for their applications. The OMLTA will contact successful applicants with further details by the end of January 2017.