



DÉCOLONISER LES ESPRITS.  
REDÉFINIR NOTRE CHEMIN ENSEMBLE

## JOB OFFER

### Director of Operations

#### About the organization

Mikana is an Indigenous non-profit organization founded in 2015 whose mission is to foster social change by raising awareness among various audiences about the realities and perspectives of Indigenous peoples. We are a small, dedicated team actively involved in creating educational tools, offering awareness-raising activities, supporting Indigenous youth who build bridges between Indigenous and non-Indigenous communities, and developing partnerships to foster systemic change through decolonization and Indigenous-led approaches.

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#### Position Summary

Under the supervision of the Executive Director, the Director of Operations is responsible for coordinating, monitoring, and ensuring the smooth implementation of the organization's activities. This person ensures that projects, programs, and initiatives are carried out effectively, in alignment with established timelines, budgets, and objectives. They oversee administrative operations, support internal processes and tools, supervise members of the project team, and contribute to the overall coherence and efficiency of day-to-day operations.

#### Key Responsibilities

1. **Operations Coordination:** Plan, monitor, and ensure the implementation of the organization's activities in collaboration with the team, while adhering to established priorities, timelines, and available resources.
2. **Team Supervision:** Supervise, support, and evaluate team members under their responsibility (Mobilization Officer, Ambassadors Program Coordinator, Administrative Assistant, Logistics Assistant, Communications Manager). Oversee task allocation, promote effective internal communication, and ensure consistency in work processes.
3. **Project and Program Oversight:** Ensure smooth execution of projects and programs by coordinating team efforts and facilitating information flow, in alignment with action plans and strategic priorities.
4. **Reporting and Documentation:** Draft periodic activity reports, administrative documents, and other deliverables related to the organization's management and operations.
5. **Overall administrative management :** Oversee the organization's administrative processes in collaboration with the administrative and logistics assistants, while ensuring the Executive Director is kept informed of key elements.
6. **Internal policies and HR processes:** Contribute to the development, improvement, and implementation of internal policies and human resources processes, in collaboration with the Executive Director, relevant team members, and, when applicable, the HR committee of the Board of Directors.



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7. **Other related duties:** Participate in team life and contribute to any activity or task necessary to achieving Mikana's objectives, including providing support to the Executive Director.

## Working Conditions

- **Type of position:** Permanent, full-time
- **Hours:** 28 to 35 hours per week (to be discussed)
- **Schedule:** Flexible schedule from Monday to Thursday or Friday (depending on the number of weekly hours), with shared core hours from 9:30 a.m. to 3:30 p.m. Occasional evening or weekend availability may be required for special activities.
- **Annual salary:** Between \$73,052 and \$88,381 (for 35 hours/week), based on experience and the organization's salary policy
- **Work location:** Primarily remote, with occasional in-person meetings in Montreal
- **Benefits:** 6% vacation (equivalent to 3 weeks), one well-being day off per month, two paid weeks off during the holiday season, 10 paid sick days per year, 10 paid family responsibility days per year

## Commitment to Equity

We strongly encourage applications from First Nations, Inuit, and Métis individuals. We also welcome applications from people of all ages, racialized people, newcomers, 2SLGBTQIAA+ individuals, people with disabilities, and others from underrepresented communities (non-exhaustive list). We recognize that these lived experiences may intersect and that multiple identities can shape one's professional and personal path.

We also recognize the value of lived experience among Indigenous People and consider it equivalent to or complementary to formal academic training. If you would like this experience to be considered, please feel free to include it in your application. All such information will be treated with the utmost confidentiality.

## Required Skills and Qualifications

- ★ Proven experience in team management, supervision, and project coordination (strong asset)
- ★ Excellent organizational skills, autonomy, attention to detail, and ability to manage multiple priorities simultaneously
- ★ Excellent interpersonal skills, including empathy, active listening, and emotional intelligence, with the ability to support, motivate, and provide structure for a team
- ★ Excellent knowledge of the realities and perspectives of Indigenous Peoples (required), ideally gained through lived experience and/or work with Indigenous individuals, communities, and/or organizations (considered an asset)
- ★ Proficiency in French and English, both spoken and written
- ★ Good command of digital tools: Google Workspace (Gmail, Drive, etc.), Slack, Zoom

## How to apply

Please send your **résumé** along with a **cover letter (maximum 2 pages)**, or a **short video or audio message (maximum 1m 30s)**, to: [emplois@mikana.ca](mailto:emplois@mikana.ca)

**Subject line:** Application – Direction of Operations

**Deadline:** July 21, 2025

**Start date:** As soon as possible starting August 11, 2025 (to be discussed)