

**Job Title:** Operations Manager, BCMA Education Services

**Location:** Surrey, BC

**Organization Overview:** The B.C. Muslim Association (BCMA) is a non-profit organization incorporated under the Societies Act on November 17, 1966. BCMA owns and operates several Islamic centers across British Columbia. Committed to delivering high quality educational services, BCMA operates B.C. Muslim School (BCMS) Richmond and Surrey Muslim School (SMS) encompassing preschools as well as an elementary and secondary school. Other community services include Hajj, dawah work, dealing with media and issues affecting Muslims, marriage and counseling services, funeral services, youth services, and halal certification programs. The BCMA and its members are dedicated to developing and maintaining religious, cultural, and educational facilities for our present community and future generations.

**Role Overview:** The Operations Manager is responsible for overseeing the day-to-day operations of BCMA Education Services. This includes managing budgets, resources, communications, and staff, as well as implementing and enforcing policies and procedures. Reporting to **VP of education**, the Operations Manager will work closely with the BCMA Education Services staff and other team members to ensure the smooth and efficient functioning of the organization.

**Responsibilities:**

- Develop and implement policies and procedures to ensure the smooth and efficient operation of the organization
- Manage budgets, including forecasting, tracking expenses, and preparing financial reports
- Oversee the hiring, training, and management of staff, including setting performance goals and conducting performance evaluations
- Monitor and evaluate the effectiveness of programs and services, and make recommendations for improvements
- Coordinate with external vendors and partners to ensure timely delivery of goods and services
- Develop and maintain positive relationships with donors, clients, and community partners

**Requirements:**

- Bachelor's degree in business, non-profit management, or a related field
- 5+ years of experience in operations management, preferably in a non-profit setting

- Strong financial management skills, including budgeting and forecasting
- Excellent leadership and team management skills
- Strong communication and interpersonal skills
- Proficiency with Microsoft Office and other business software
- Commitment to the mission and values of the organization