

Operations Manager

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As the Operations Manager – Administrative Services at PRES, you will oversee daily organizational operations, ensuring efficiency, productivity, and alignment with strategic goals. You will coordinate cross-functional teams, manage essential processes, and ensure that all operational activities meet PRES's quality, safety, and performance standards.

Key responsibilities are as follows

- Design, implement, and monitor operational policies, systems, and procedures to optimize workflows across departments
- Ensure smooth day-to-day operations by executing structured operational strategies that support organizational growth
- Analyze performance data and key performance indicators to assess productivity and identify areas for improvement
- Streamline processes, implement automation tools, and apply industry best practices to increase efficiency
- Supervise, mentor, and train staff to foster a collaborative, high-performing work environment
- Set clear objectives, conduct performance evaluations, and provide professional guidance to support employee success
- Oversee financial management including budgeting, cost control, and effective resource allocation
- Ensure compliance with legal, regulatory, and safety standards across all operational functions
- Collaborate with internal and external stakeholders to troubleshoot challenges, communicate performance, and recommend strategic improvements

- Prepare operational reports, documentation, and updates for senior leadership
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area

Requirements:

- Experience in operations management, administrative leadership, or organizational coordination
- Strong analytical, organizational, and strategic planning skills
- Effective communication and leadership abilities
- Experience managing staff and fostering teamwork in dynamic environments
- Ability to work full-time including weekdays and one weekend day depending on scheduling
- Ability to travel across the Greater Toronto Area including Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience working in non-profit, educational, or community-based organizations
- Familiarity with workflow management or project management tools
- Experience supporting diverse or underrepresented communities
- Multilingual abilities (reading, writing, speaking, listening)
- Access to a vehicle and a valid G2/G Ontario driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.