



## **POSITION DESCRIPTION**

### **CANAVOX – OPERATIONS MANAGER**

CanaVox is seeking a full-time Operations Manager to begin work in July or August 2021. The Operations Manager will work in CanaVox's office, located in Princeton, New Jersey.\*\* He or she will work with other CanaVox staff and report to the Executive Director (ED) of CanaVox. This position offers excellent opportunities for leadership and career advancement to the right candidate. Application for the Operations Manager position assumes a personal and professional commitment to the values and mission of CanaVox (see [www.canavox.com](http://www.canavox.com)) as set forth below.

### **ORGANIZATION**

CanaVox organizes reading groups around the world to help people gain a deeper understanding of the truth about marriage and sexual integrity. Our reading groups draw from natural law, social science, history, economics, legal philosophy and psychology to provide our participants with the learning and vocabulary they need to articulate truths with clarity, science, conviction and compassion. Our reading groups help people of all faiths to defend their views in the public square by providing them with secular instruction. We invite our participants to think about the timeless truths of sexuality not from Biblical or theological perspectives but from the perspectives of the various secular sciences. Launched in 2013 by a handful of mothers who started eight reading groups in six states, today CanaVox has over 500 trained leaders (and counting) who have hosted reading groups for both men and women in 39 U.S. states and 31 countries. Please check our website [www.canavox.com](http://www.canavox.com) for more about us.

### **OPERATIONS MANAGER**

Reporting to the Executive Director, the Operations Manager will implement the infrastructure and systems needed to support CanaVox's strategic objectives and accelerated growth. He or she will be responsible for assisting with all day-to-day administrative and operational activities. As a member of the management team, the Operations Manager will be involved in a range of strategic planning and internal initiatives, and will work closely with the ED, as well as the Academic Director, the Operations Manager for JV and Varsity Programs, and other senior management. The Operations Manager will continually evaluate best industry practices regarding internal systems and resources, with an eye toward both future needs and budget realities.

Specific responsibilities of the position include but are not limited to the following:

- Work with the ED on the primary programs of CanaVox, including, but not limited to, our reading group program, organizing and running the annual conference, CanaVox campaigns, and the website [www.canavox.com](http://www.canavox.com)
- Assist the ED on the organization's administrative and operational processes, to develop and improve systems
- Support fundraising initiatives
- Assist with applications for event funding and grant requests
- Manage volunteer/coordinator database
- Assist senior management, including the Academic Director, to expand and refine the CanaVox program
- Work closely with other staff members, including Assistant Academic Directors, Program Managers, and JV and Varsity Operations Manager, to coordinate program CanaVox program areas
- Contribute to CanaVox social media activity
- Work with the ED on mailings, newsletters, publicity, public relations and fundraising events related to CanaVox expansion
- Manage email account, answering promptly all requests for information
- Keep web based resource library active and up to date
- Evaluate and improve CanaVox's information technology infrastructure, implementing new technologies to support key capabilities as required for future growth, and to support and drive key human resource initiatives
- Occasionally attend and report on related conferences

## REQUIREMENTS

- Excellent interpersonal and team skills, extremely collegial
- Outstanding communications skills, written and oral
- Excellent research, writing, editing and organizational skills
- Integrity/ethics beyond reproach
- Keen attention to detail
- Demonstrated resourcefulness and good judgment
- Ability to manage multiple ongoing projects and contacts in an organized, professional fashion, creatively addressing any problems as needed
- Constantly looking to apply best practices
- Predisposition to mentor and subsequently increase responsibilities as team develops
- Willingness to learn new skills as needed
- Demonstrated enthusiasm for, understanding of, and commitment to the mission and goals of CanaVox

## APPLICATION PROCESS

Please email a cover letter, résumé and three references to [aprilr@canavox.com](mailto:aprilr@canavox.com). The subject line should read “Operations Manager Position”

\*\*This is a full-time, in-office position.