

Job Posting

Operations Manager

Full time, Regular

The Canadian Mental Health Association Manitoba and Winnipeg is part of a 100-year-old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

CMHA Manitoba and Winnipeg is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

The Opportunity

We have a regular status position available for an Operations Manager to work within CMHA.

The Position

The Operations Manager plays a key leadership role in ensuring the effective and efficient daily operations of CMHA Manitoba & Winnipeg. Reporting to the Director of Finance, this position provides strategic and hands-on support across multiple functional areas including facilities management, logistics and procurement, operational planning, and the administrative components of human resources. The incumbent ensures safe, compliant, and productive work environments that enable CMHA staff to deliver high-quality programs and services to the community. A full job description is available on request.

The current targeted range for this position is \$66,469.61 to \$81,749.24 per year. Compensation will be determined through an assessment of relevant work experience and according to established out-of-scope salary scales, based on a 35-hour work week.

The Qualifications

- Post-secondary education in business administration, operations management, or a related field preferred; an equivalent combination of education and experience may be considered.
- Three (3) years of progressive experience in operations or facilities management, preferably in a non-profit, public sector, or community-based setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access) and email/calendar systems (e.g., GroupWise, Outlook).
- Strong analytical and problem-solving skills with the ability to compile and interpret statistical and financial data.
- Excellent written and verbal communication skills.
- Demonstrated ability to manage multiple priorities, meet deadlines, and perform effectively in a fast-paced environment.
- Proven ability to maintain confidentiality and build positive, collaborative relationships across all levels of the organization.

- Demonstrated commitment to equity, inclusion, and the mission of CMHA.
- Provided criminal record check with vulnerable sector search and both an adult and child abuse registry check, with results deemed satisfactory to the CMHA.
- Legally entitled to work in Canada
- Proven history of dependable performance and conduct.

Total Rewards

CMHA offers an inclusive and respectful culture along with paid leaves for vacation, illness, bereavement, and mental health. A flexible working environment, supporting work life balance, with paid extended health, dental, employee assistance programming and life insurance benefits. A defined benefits pension plan is equally cost shared between CMHA and the employee, long term disability is 100% employee paid, when eligible. There is annual, budgeted support for professional development. Employees enjoy 12 paid general (statutory) holidays per year as well as a paid closure between December 24th at noon up to and including January 1st.

The Process

Please submit your resume and a cover letter by November 16, 2025, indicating Competition Number **25-104** to careers@cmhawpg.mb.ca

CMHA will respond to requests for reasonable accommodations throughout the selection process. Please connect if you require any accommodations.

VALUES

Work hard to listen | Support one another | Create strong connections | Be curious | Discover better ways |
Focus on impact | Serve with passion | Embrace IDEA – Inclusion, Diversity, Equity, Accessibility | Honour
lived experience | Believe it's possible