



Little Mountain Neighbourhood House Society

#102-1193 Kingsway, Vancouver, BC, V5V 3C9

Tel: 604-879-7104

www.lmnhs.bc.ca

Posting Date: June 9, 2026

INTERNAL & EXTERNAL JOB POSTING

Closing Date: June 29, 2026

Operations and Facility Manager

About us

Little Mountain Neighbourhood House Society (LMNHS) has been serving and building community for past five decades. Initially starting with two staff and dedicated volunteers, it has grown to be one of the largest community service providers in the neighbourhood, employing a diverse team of 100+ employees, 300+ volunteers and offering 50+ programs for people of all ages, cultures and socio-economic backgrounds. Core to its operations is strengthening connections and building relationships, welcoming everyone to contribute and to thrive. In the coming months, LMNHS will be moving into our brand-new home in the heart of Vancouver, as part of a large mixed-housing redevelopment on the Little Mountain site that will eventually house 5,000+ residents.

Position Description

The Operations and Facility Manager is a dynamic, well-organized leader who provides administrative/operational oversight to the Senior Leadership Team. The Operations and Facility Manager will work with the staff team and provide oversight of day-to-day operations, including the following: maintaining and developing organizational systems, overseeing IT and infrastructure, Staff Supervision for administrative, organizational-wide positions, Organizational Health and Safety compliance with operations, and facilities. The OFM serves as a member of the Leadership Team and reports to the Executive Director. The Operations and Facility Manager is a newly created position that includes the following key areas responsibilities:

- Oversee the overall operations including developing and implementing policies and standard operating procedures.
- Oversee 6-10 staff/contractors that support the overall operations, such as, front office, building maintenance and communications.
- Oversee staff/systems that support information technology, communication and databases regarding computers, printer networks, security, website, social media and client management system.
- Oversee facility operations at the new location and offsite locations including overseeing the systems/people regarding building, furnishings, equipment and fixtures maintenance and purchases.
- As a member of the Senior Leadership Team, the staff in this position will participate in strategic and operational planning, policy development and various aspects of the overall operations.

Skills and Qualifications

- Degree in a relevant discipline (e.g., business/facilities management, administration, leadership) or equivalent education/training and experience.
- At least five years of relevant experience, including a minimum of two years in a supervisory position, preferably in a nonprofit setting.
- Knowledge, skills, and experience in business administration/ management.



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- Strong leadership and demonstrated team/ people management skills. Knowledge and experience in facilities management and rentals.
- Knowledge of Information Technology Systems, and proficiency with computers and software, including, word processing, and database/project management.
- Excellent interpersonal and communication skills, strong organizational abilities.
- Understanding of the Neighbourhood House Model of Service Delivery.

Key Benefits and Advantages

LMNHS is ideally situated in one of the best neighbourhoods in the city, with excellent and diverse businesses, amenities, a mix of housing, cultures and people across the socio-economic spectrum. It is located in the center of the city and easily accessible by transit, cycle or walking. The organization has a staff and volunteer team of passionate and caring individuals, and the community has come to depend on LMNHS to listen and respond to emerging needs in creative and innovative ways. Other benefits and advantages include:

- This is a brand-new role with a broad scope of responsibility that is great for someone who thrives on building and organizing people and systems, using creative and innovative approaches.
- With the move to a brand new 20,000+sf facility, there is the opportunity to develop, implement and train the team in new systems, procedures and practices.
- The new facility is one of the first buildings completed in the Little Mountain redevelopment, and will be the hub of this emerging community, while continuing to serve the broader community in the new location and 20+ offsite service delivery locations.
- It's an opportunity to work with a diverse staff and volunteer team with a mix of long term and new members, that bring their unique skills, experience and ideas to the organization.
- LMNHS offers flexibility and work/life balance.

Remuneration – \$70,000-\$78,000/annual plus a generous Health and Welfare, RRSP and Vacation and Sick Leave benefit package.

To apply:

Send you Resume, Cover Letter and additional information (ie. letters of reference or references, samples of relevant work) to:

Joel Bronstein, Executive Director at joelb@lmnhs.bc.ca.

Also, please include evidence that would:

- Demonstrate that you would be the best candidate for the job
- Demonstrate that you have the qualities that LMNHS requires at this time
- Demonstrate that you can train, motivate and mentor your staff team

ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

We are an equal opportunity employer



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What specific experience and achievements make you the best candidate for this role?

How do your values and experience align with LMNHS's community-focused, service delivery approach?

Describe how you train, motivate, and mentor staff to build a strong and high-performing team.