



Centre Manager (Oakville)

Wellspring Cancer Support Foundation is seeking a Centre Manager to become a vital part of our dynamic team at 2545 Sixth Line in Oakville. This is a full-time position beginning July 4, 2022.

Required knowledge, skills, and abilities

- Relevant University degree
- Minimum of 2 years of experience in a management role
- High degree of proficiency in MS Word, Excel and Outlook (Raiser's Edge an asset)
- Excellent verbal and written communication skills
- Effective interpersonal skills
- Highly organized, with very good problem-solving skills and attention to detail
- Understanding of the impact of cancer on individuals and families
- Ability and desire to work in a fast-paced environment
- Fluency in English (French is an asset)

Key Areas of Responsibility

1. Facility and office management of the Wellspring Centre at 2545 Sixth Line in Oakville
2. Management of volunteer resources, including recruitment, training, scheduling, mentoring, succession planning, leadership, support and recognition
3. Supporting people with cancer and their loved ones and caregivers, including customer service, program referrals, coordination of services, etc.
4. Management of stakeholder relationships including awareness building through maintenance of strong relationships with the local cancer community and with third-party users of the centre
5. Participation in and encouragement of Wellspring's growing culture of philanthropy

If you have the above qualifications and would like to support Wellspring's mission of helping individuals and families living with cancer, please apply to Eva Thurlow with cover letter and résumé at humanresources@wellspring.ca. No phone calls please.

Wellspring is a network of community-based support centres offering programs and services that meet the emotional, practical, and physical/functional needs of people living with cancer and those who care for them. For more information, visit www.wellspring.ca.

We thank all applicants in advance for their interest in this position and Wellspring Cancer Support Foundation; however, only candidates selected for an interview will be contacted.