

# BUSINESS/OPERATIONS MANAGER

The **Arthur V. Mauro Centre for Peace and Justice** requires a full-time **Business/Operations Manager**. The appointment is effective September 2, 2014. Reporting to the Director, the Business/Operations Manager oversees human resources, finances and outreach activities.

Responsibilities include:

- Staff coordination and supervision
- Financial oversight and bookkeeping
- Preparation of contracts, reports and grant applications
- Plan and execute events and programs
- Oversee media relations and the Centre's online presence
- Liaise with the University community and outside agencies

The ideal candidate is a team player, proficient writer and strong organizer. A combination of post-secondary education and relevant experience will be considered. For more details, visit:

[umanitoba.ca/mauro\\_centre](http://umanitoba.ca/mauro_centre)

Interested candidates must submit a cover letter, a résumé and three references by **July 11, 2014** to:

The Chair, Selection Committee

St. Paul's College, University of Manitoba

210-70 Dysart Road, Winnipeg, MB R3T 2M6

*We thank all applicants, only those selected for an interview will be contacted. Applications are encouraged from qualified men and women, Aboriginal persons, persons with disabilities, and visible minorities.*



MAURO CENTRE  
FOR PEACE & JUSTICE  
AT ST. PAUL'S COLLEGE



UNIVERSITY  
OF MANITOBA