

About Windmill Microlending

Windmill supports immigrants, including refugees, who arrive in Canada with professional skills but who lack Canadian accreditation. Lacking the financial resources to pay for the training and licensing, they often fall into low paying “survival” jobs to make ends meet. Without income, collateral or credit history, it is difficult, if not impossible, for them to access financing and reach their professional goals. Windmill addresses this problem by providing micro loans of up to \$15,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field. Since 2005, Windmill has provided \$25 million in loans to 3,800 immigrants across Canada from a wide range of occupations. The impact of a Windmill loan is profound:

- **The income of skilled immigrants is tripled.** With the help of a \$7,000 loan, the average loan doubles or triples the recipient's income.
- **The contributions of skilled immigrants to the Canadian economy multiplies exponentially.** Every \$1 invested in Windmill returns \$15 for the Canadian economy in the first year after a borrower completes their learning plan. Loan recipients increase their tax contribution by four times.
- **Canadians, as a whole, benefit** when immigrants are able to put their skills to work in Canadian communities, particularly where there are skill shortages. 75% of loan recipients have found work in their field, most commonly as medical professionals, engineers or in the financial industry.

Windmill is the only national organization providing micro loans to skilled immigrants.

In the past decade, Windmill has grown from a grassroots organization in Calgary approving seven loans in its first year, to a national organization approving 819 loans in the past year. With over 180,000 skilled professionals entering the country each year, and awareness of the program still low, Windmill’s Board and CEO are positioning Windmill to increase its impact exponentially.

Position Description

Windmill Microlending is seeking a goal-oriented, self-motivated, high-capacity individual to serve as the Operations Coordinator in our Saskatoon office. The successful candidate in this role will be responsible for day-to-day coordination and management of operational activities, ensuring compliance with WM’s standards and procedures.

This part-time position is based out of our Saskatoon office and reports to the National Director, Operations (NDO). The Operations Coordinator will play an important role in supporting significant growth and organizational change at Windmill, where the environment is fast-paced and entrepreneurial. This role contributes to the attainment of Windmill’s mission, and exemplifies the values of passion, empowerment, simplicity, and results in all he/she does.

The Operations Coordinator role will have the following responsibilities:

Human Resources (45%)

- Maintaining an updated database with all the information about current employees.
- Keeping accurate and up-to-date personnel files.
- Assisting with the recruitment process (including job postings, screening applicants, scheduling interviews, background checks)
- Assisting with the new hire process (offers, on-boarding, payroll and benefit forms)
- Managing on-boarding materials for new staff members, in coordination with other Directors
- Monitoring timesheets, and reconciling time off requests
- Assisting with Performance Management system
- Maintaining HR Manual
- Coordinating changes to benefit and group RSP documents
- Assisting with internal event organization and coordination, including recreational events and training activities.

Operations (45%)

- Assisting the NDO in day-to-day coordination and management of business operational activities
- Coordinating project tasks to ensure delivery within allotted budget and timelines
- Assisting with annual legal, ISC, and government filings
- Assisting with administrative tasks related to the upkeep of the organization's management system
- Maintaining clear and accurate operations documents/procedures for reference purposes
- Maintaining accurate records for legal and real estate projects
- Reconciling VISA for NDO on a monthly basis
- Scheduling meetings for the NDO and book audio/visual or rooms as needed
- Work with vendors to make purchases and reconcile invoices
- Work with IT Managed Service contractor to support constant connectivity

Other duties as assigned (10%)

All Windmill team members are collaborative and flexible. Participating in special projects and assisting across departments for the realization of organizational objectives will be a key responsibility for the position.

Key Competencies and Characteristics:

- Technical aptitude, confidence and skill with computers and software
- Highly organized with meticulous attention to detail
- Project coordination skills, including planning, triage and the ability to prioritize tasks
- Goal oriented self-starter, driven and motivated to meet and exceed targets
- Flexible and team oriented, taking pride in setting others up for success and meeting new challenges and change with positivity.

Qualifications and Knowledge:

- Bachelor's Degree or Equivalent Education/Experience
- Minimum 3 years' experience in a non-profit environment
- Advanced MS Office skills (Word, Excel, PowerPoint, SharePoint and Outlook)
- Bilingualism is an asset

Working Conditions:

- Shared open office space
- Part-time (20 hours/week), could lead to full-time eventually
- Flexibility to work outside of regular business hours due to committee and other meetings, events, emergencies

Salary:

- Commensurate with experience. Windmill offers an attractive compensation package.

If you meet the criteria above and are interested in applying for the position, please send your resume to hr@teamwindmill.org (reference: Operations Assistant). We are actively recruiting for this position, so to ensure you are given due consideration for this opportunity, interested candidates should send their resume, including a cover letter and salary expectation, as soon as possible. The successful candidate will be required to provide a Police Clearance Certificate. We thank all applicants for their interest; however, only those considered for an interview will be contacted directly. No phone calls, please.

Information on Windmill Microlending can be found at <http://www.windmillmicrolending.org>