



DELTA HOSPITAL AUXILIARY SOCIETY

Delta Hospital Auxiliary Society (DHAS) Operations Coordinator

February, 2026

Job Posting

Operations Coordinator

Organization: Delta Hospital Auxiliary Society (DHAS)

Location: Clarence Taylor Crescent, Delta BC

Hours: Regular business hours Monday to Friday, with occasional hours on evenings and weekends for events and special projects

Employment Type: Full time, salaried

Reports to: Director of Operations

Salary range: \$65,000 to \$70,000

About us

The Delta Hospital Auxiliary Society (DHAS) supports patient care and comfort at the Delta Hospital Campus of Care through revenue-generating businesses.

Service is also provided through volunteers working in supportive programs. The Operations Coordinator will be passionate about DHAS's mission and will strive to ensure the organization remains organized, efficient, and impactful.

Summary

Reporting to the Director of Operations, the Operations Coordinator will oversee and support the administrative, operational, and volunteer management activities of DHAS. The Operations Coordinator works collaboratively with Unit Coordinators and volunteers to ensure the Auxiliary's objectives are met. The Operations Coordinator will administer financial and operational activities, recruit and onboard volunteers, and ensure that DHAS's mission is effectively communicated and executed.

The Operations Coordinator is a hands-on, approachable, and adaptable professional who balances operational oversight with active engagement across DHAS business units. This role requires strong problem-solving skills, flexibility, and a collaborative leadership style, with a particular focus on volunteer recruitment, engagement, and support.

Duties and responsibilities

Working closely with the Director of Operations, Unit Coordinators, and other staff, the Operations Coordinator's responsibilities include:

Financial Management

- Finance tasks, including managing payroll, monitoring cash balances, manage signing authorities, ordering cheques, and online administration
- Maintain insurance and submit claims
- Update information with Societies BC
- File annual application for permissive tax exemption
- Renew business licenses
- Manage inspections

Administrative Responsibilities

- Office management
- Update and distribute policy documents and handbooks
- Purchase supplies and uniforms
- Maintain Society's electronic files in SharePoint and Better Impact
- Manage EPOS and Moneris accounts
- Provide support for Office 365, SharePoint, and other programs and platforms

Operational Management

- Provide hands-on assistance and support to Unit Coordinators in the three businesses, including merchandising, receiving, ordering, and inventory

Volunteer Recruitment and Engagement

- Recruit and screen applicants for volunteer placements by reviewing application forms, conducting interviews, performing reference checks, evaluating applicant's suitability for specific programs and recommending the applicant to the appropriate Unit Coordinator
- Maintain policy handbook and volunteer handbook in each business unit
- Lead volunteer recruitment, screening, and onboarding processes, including application review, interviews, reference checks, and placement recommendations
- Serve as an approachable and visible point of contact for volunteers across DHAS units
- Foster positive relationships with volunteers and Unit Coordinators to support retention and engagement
- Support creative and meaningful volunteer engagement initiatives within each business unit

- Maintain and update volunteer handbooks and policies to ensure clarity and consistency

Community Engagement and Communications

- Collaborate with the Communications Committee to ensure effective community outreach and communication strategies.

Event Management

- Plan and organize special events such as the AGM and holiday party

Education and training

University degree in business preferred. Two years recent related experience or an equivalent combination of education, training, and experience.

Qualifications and experience

- Ability to building positive relationships and foster a collaborative work environment
- Ability to problem solve and multitask in a complex environment
- Knowledge of bookkeeping procedures
- Exceptional interpersonal and communication skills, both written and verbal
- Proficiency with MS Office and online file management systems
- Strong organizational, time management, and change management skills

Additional attributes

- Passion for community service and commitment to DHAS's mission.
- Experience with volunteer-driven organizations is an asset

- Creative thinker with an interest in enhancing volunteer engagement and recruitment
- Comfortable working across multiple priorities and supporting diverse teams

How to apply

Interested candidates are invited to apply by submitting a current résumé and cover letter. Please email your application to:

Banafshe Namazi
Banafshe.namazi@dhas.ca

Applications will be reviewed as they are received. Only those selected for an interview will be contacted.

Equal opportunity statement

The Delta Hospital Auxiliary Society is an equal opportunity employer. We are committed to fostering an inclusive, respectful, and supportive workplace. Employment decisions are based on qualifications, experience, and organizational needs. We welcome applications from all qualified individuals.

The Delta Hospital Auxiliary Society encourages applications from people of all backgrounds, including but not limited to Indigenous Peoples, racialized individuals, persons with disabilities, women, and members of the LGBTQ2S+ community. Accommodations are available upon request throughout the recruitment and selection process