



**Job Opportunity: Full-time**

**Operations Coordinator**

**Location:** St. Anthony, Newfoundland and Labrador

**Contract Duration:** 1.5 years (Until Dec. 31st, 2027), with potential extension

**Application Deadline:** Tuesday, June 23th, 2026 at 4 PM

**Reports to:** Manager of SABRI Innovation

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## About Us

SABRI is a regional leader in innovation and community-driven economic development. Through collaboration with local organizations, government partners, educators, and community stakeholders, SABRI strives to strengthen our regional social enterprise and diverse economic growth. This position is part of our SABRI Innovation Initiative, a strategic planning effort designing Newfoundland and Labrador's first northern and rural social innovation and entrepreneurial hub for social impact. It is designed to elevate existing non-profits, create new social enterprises and support engagement that strengthens northern and rural regions. The Operations Coordinator will work closely with the SABRI Innovation Manager, who provides strategic leadership for the initiative. Together, this team is building a future for social enterprise and economic diversity that creates lasting social impact across the region.

## The Role

The **Operations Coordinator** reports to the Manager of SABRI Innovation and works under the direction of the CEO and Administrative Director. The position plays a vital role in driving rural innovation and social enterprise in our organization and the communities that it serves. This position requires close collaboration with the SABRI Innovation Manager and the SABRI team to develop and execute a social innovation agenda to align with SABRI's goals and objectives.

## Key Responsibilities:

- Supports management in coordination of member development, technology, equipment, services and space rental at SABRI Innovation.
- Deliver support for social enterprise and non-profits by helping coordinate client success under the direction of the Manager.
- Build local networks including clusters of expertise.
- Provide support to develop online social networks.

- Drafting and distribution of external communications, including online newsletters, print media, and events promotion.
- Prepare suitable reports, briefing notes, presentations, and promotional materials as required.
- Facilitate workshops, training sessions, and networking events to enhance the social entrepreneurs' skills and knowledge.
- Support the accounting and financial management of SABRI Innovation, when necessary, including responsibilities supporting the Administrative Director in monitoring the SABRI Innovation budget, undertaking work in accounts payable, accounts receivable, data entry for QuickBooks and other related accounting tasks as assigned by the Administrative Director.
- All other duties, as assigned.

### **Qualifications & Experience:**

- Business Administration Certificate or equivalent
- Experience with entrepreneurship, social enterprise, non-profit organizations, communities, social media, and technology is key. Bookkeeping and accounting principles are an asset.
- Excellent skills in visual communication, technology & proficiency using Microsoft Office Suite, as well as QuickBooks.
- Ability to adapt to new technology and creative ideas.
- Knowledge of creative website content management, blogging, and social media marketing is an asset.
- Excellent verbal communication, presentation and interpersonal skills.
- Self-motivated – able to work independently and support projects.
- Excellent time management skills.
- Experience working with social businesses and community enterprises.

### **Reports to:**

Manager of SABRI Innovation

### **Ideal Candidate**

You are analytical, strategic, creative, and comfortable with public engagement, technology and communication with stakeholders across sectors. You are passionate about strengthening regional social enterprise internally and externally through evidence-based planning, research and learning.

## **Compensation**

- Salary of \$48,500 annually
- 4-day work week
- Flexible working arrangements
- Generous vacation, sick leave and paid public holidays
- Shared Pension Plan, Health, Dental and Life Insurance Benefits

## **How to Apply**

Submit your application, including:

1. **A cover letter** describing your relevant experience and approach.
2. **A resume or CV** highlighting key projects or achievements.

**Send applications to:** [info@sabrinl.com](mailto:info@sabrinl.com)

**Subject line:** SABRI Innovation Operation Coordinator Application

Join St. Anthony Basin Resources Inc. and help us strengthen social enterprise in our region!

If you have further questions, please contact Terri Byrne at [terribyrne@sabrinl.com](mailto:terribyrne@sabrinl.com).