



CANADIAN GLOBAL AFFAIRS INSTITUTE  
INSTITUT CANADIEN DES AFFAIRES MONDIALES

Making sense of our complex world.

**Job Title:** Ottawa Operations Manager | **Location:** Ottawa, Ontario

**Employment Type:** Full-Time Employee (generally 9:00am – 5:00pm ET Monday–Friday); but variable around events

**Reports To:** Chief Executive Officer

**Application Deadline:** July 15, 2026 at 12:00pm ET

**Interviews will take place on the week of July 20, 2026, with a start date in August 2026.**

### **How to Apply**

Please submit a cover letter and résumé — including names and contact information for two (2) references — combined into a single PDF to [contact@cgai.ca](mailto:contact@cgai.ca) with the subject line **Ottawa Operations Manager Application**.

The application period will close on **July 15, 2026 at 12:00pm ET**. Applications received after this deadline will not be considered.

*We thank all applicants for their interest. Only candidates selected for an interview will be contacted.*

### **About CGAI**

The Canadian Global Affairs Institute (CGAI) is an independent, non-partisan think tank focused on Canada's role in international affairs, including defence, trade, foreign relations, and energy policy. We convene experts, decision-makers, and the public to support informed policy discussion through events, publications, and partnerships.

### **Position Summary**

The Ottawa Operations Manager will report directly to the Chief Executive Officer and manage the organization's day-to-day functions in the National Capital Region. This role touches events, administration, stakeholder relations, and organizational development. The successful candidate will be someone who finds genuine satisfaction in keeping complex, fast-moving work on track, and who cares about the issues CGAI exists to advance.

You will be expected to operate with a high degree of independence, manage competing priorities, and represent CGAI in the Ottawa policy community. In return, you will enable some of the most consequential conversations in Canadian foreign and defence policy.



## Key Responsibilities

### *Event Coordination & Planning*

- Lead planning and execution of the institute's Ottawa-based events and activities

### *Operations & Administration*

- Manage Ottawa office operations including basic bookkeeping, vendor engagement, invoicing, and expense tracking
- Assist with sponsorship, communication, program logistics, and post-event reporting
- Maintain well-organized internal records, schedules, and workflows

### *Grants & Development*

- Track grant deliverables and reporting requirements
- Collaborate with the CEO and senior staff to maintain strong relationships with funders and supporters

### *Required Qualifications & Attributes*

- Undergraduate degree or diploma in a relevant discipline (e.g., International Relations, Political Science, Public Policy, or related field); a Master's degree is an asset
- 3–5+ years of relevant experience, including roles in event coordination, operations, grants administration, or similar. We are ideally looking for someone with significant relevant experience, however, all exceptional candidates will be considered.
- Demonstrated interest in and familiarity with CGAI's areas of focus is essential; this role will be most rewarding for someone with an interest in what we do
- Strong written and verbal communication skills, including under time pressure
- Professional experience with Microsoft Office applications, including Outlook, SharePoint, OneDrive, Excel, and other relevant applications
- Demonstrated ability to manage concurrent priorities without sacrificing quality
- Exceptional organizational skills and attention to detail
- Eligibility to work in Canada

### *Compensation & Benefits*

- Competitive salary commensurate with experience, starting at \$60,000 floor.
- Benefits package including vacation and professional development opportunities