

Bilingual Council and Committees Coordinator

Reference No.: 4955
Language: Advanced English, Advanced French
Location: Toronto-Ontario
Public Transit: Yes
Salary: 70K - 80K
Benefits: Included
Account Manager: Marijke Kanters
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Job Type: full time permanent

Description

Bilingual Council and Committees Coordinator, Policy and Governance Unit Policy, Governance and Tribunals Department As a dynamic administration professional with experience working in a fast-paced environment (such as regulatory, not-for-profit, or government settings), you will support the Policy and Governance staff in leading the coordination of Council and Committee work and carrying out its governance and policy activities. In this new position, the successful candidate will demonstrate strong organizational skills with the ability to multi-task and prioritize activities with often competing timelines, be team-oriented yet work independently on assigned areas, take initiative, and have strong problem-solving skills. This position will support various policy and governance projects and will interact with a variety of partners including Council and Committee members which will require tact and diplomacy. The candidate should reflect a strong customer service mindset. Language proficiency testing will be administered as part of the recruitment process for this position. Full time, permanent position. Monday - Friday (hours : 9.00 - 5.00 pm). Salary: 70K - 80K, full benefits (100% Medical, Dental, Vision, LTD, STD, Life Insurance, cost reimbursement home office, self- development), defined Pension Plan. Must live in Toronto Area as this is a hybrid role with one day in office per week required.

Responsibilities

Council and Committee Coordination

- Provide coordination and meeting support to unit staff leads for Council and its three Subcommittees (Audit and Finance, Human Resources, and Selection and Nominating), Registration Appeals Committee, Accreditation Appeal Committee, and the Adjudicative Body of Chairs.
- Coordinate training for Committees.
- Assist in the preparation of materials, including collating large meeting packages, coordination of the collection of materials, distribution, and electronic posting of materials on eScribe.
- Correspond with key partners including responding to general inquiries from Council, committee and roster members (EN and FR).
- Manage logistical arrangements for in-person and virtual meetings, including travel and hotel reservations as required.
- Act as a recorder and prepare draft minutes, as required.
- Assist in administrative processes related to Council, Committee and Roster appointments.
- Support processing expense claims for Council, committee, and roster members, preparing and submitting on behalf of Council, committee and roster members after each meeting when requested (approximately 60-70 individuals).
- Support the administration of an oath of office upon appointment for all Council, committee and roster members (EN and FR).
- Maintain Council and committee meeting schedule.
- Assist in a redaction process of decisions including logging, editing ensuring accuracy, arranging translation and distribution for sign off.

Unit Support

- Ensure that work prepared in the Unit for the College Council or senior staff is of high quality and is processed according to format in a timely manner.
- Manage unit inquiries both via email and phone, re-direct to appropriate person as needed.
- Draft accurate and in the appropriate format various documents, reports, correspondence, speeches, briefing notes, and memorandums as directed.
- Prepare agendas and arrange accommodation for unit and team meetings.
- Assist in coordination, production, and distribution of materials for consultations and events.
- Conduct environmental scans and research as required
- Forward appropriate materials for archiving.
- Provide scheduling support to staff as required.
- Oversee monthly attendance as needed.
- Perform other duties that may be assigned.

Qualifications

- Superior skills in French and English, both oral and written.
- Highly collaborative, with strong interpersonal and networking skills to develop key partner relations.
- Post-secondary education and/or relevant experience in a field such as education, government relations, policy, business and/or public administration.
- Strong project-management skills, combined with a keen interest in developing a breadth and depth of knowledge in education and governance.
- Knowledge of government relations, structures, and policy, and/or experience in the education or public-policy domains.
- Exceptionally detail oriented, with strong organizational skills and the ability to meet critical deadlines.
- Computer skills: Microsoft Office including Outlook, Word, Excel, PowerPoint; Videoconferencing Technology (e.g., Zoom, MS Teams);
- Meeting Management Software (e.g., eScribe); and File Sharing Technology (e.g. ShareFile).
- Experience supporting Council and Committees in a regulated industry is considered an asset.
- Legal administration experience (e.g. with an appeal process or tribunal) is considered an asset.