

Job Profile

Position: Coordinator, Governance and Networks

Posting Date: May 16, 2022

Application Date: May 30, 2022

Location: Position is located in UWCC's national off in Ottawa, with an opportunity for hybrid work model.

Compensation Starting Range: \$45,000 - \$55,000

Reports to: National Director, Governance and Strategic Initiatives

Language Requirement: Bilingual Imperative (English and French)

How to Apply: careers@unitedway.ca

We are currently seeking a full-time Coordinator, Governance and Networks to provide support to the United Way Centraide Canada (UWCC) Board of Directors and Committees.

This position also provides project and administration support to strategic initiatives and UWCC network events and meetings.

The ideal candidate will be skilled at balancing many different relationships and initiatives, with a focus on providing excellent customer service and support.

Under the supervision of the National Director, Governance and Strategic Initiatives, the duties and responsibilities of the Coordinator, Governance and Networks include, but are not limited to, the following:

Governance (60%)

- Coordinates meetings of the UWCC Board of Directors and Committees including scheduling, development of administrative materials, communications, board and meeting evaluation;
- Supports the Chair of the Board and Committee Chairs in fulfilling their accountability and responsibility;
- Maintains and updates all Board policies and practices;
- Establishes a comprehensive multi-year calendar and timelines for all aspects of the Board and Committee work plans;
- Ensures all business arising is documented and delegated to the appropriate UWCC Executive member, is monitored and brought forward for timely action;
- Supports the Board of Directors nominations process, the new director orientation, and director evaluation programs.

United Way Worldwide (10%)

- Supports UWCC's compliance management with United Way Worldwide (UWW)

membership standards and reporting requirements;

- Supports administration and distribution of UWW flex learning credits to UWCs;
- Monitors and coordinates the communication of UWW services and capacity building programs available to UWC's, through UWCC various communication channels.

Project and Network Support (30%)

- Works closely with National Director, Governance and Strategic Initiatives, provides support to projects and strategic initiatives defined on an annual basis;
- Assists in organizing meetings, special events and webinars, including coordinating registration and providing customer service;
- Provides supplemental and back up support for UWCC administrative functions including document translation, office reception and corporate email monitoring; and
- Acts as a back-up to the Executive Assistant to the President & CEO.

The successful candidate will possess the following qualifications:

- Post-secondary education, with focus on business or non-profit administration, public policy, governance, event management or a related field of study;
- Minimum 3-5 years' of professional experience in an administration or corporate governance role (e.g., regulations, policies and processes and services, orientation and education);
- Proven experience with project planning, development, and implementation at a professional or administrative level;
- Valid driver's license and passport required;
- Superior verbal and written communication skills in both official languages required;
- Proficient with the application of Robert's Rules of Order;
- Advanced proficiency in MS Office (Outlook, Word, Excel, PowerPoint) and with internet and database searches;
- Ability to effectively manage competing priorities to meet deadlines;
- Demonstrate sound judgment, tact, ethics and integrity in handling confidential matters;
- Strong organizational and analytical skills to synthesize information; and
- Experience working in a not-for-profit charitable sector organization, and in support of an executive office related to governance and stewardship of Boards an asset.

The position offers a competitive employment package and compensation commensurate with experience in a friendly and collaborative work environment.

Kindly forward your resume and with cover letter via email to careers@unitedway.ca.

UWCC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.unitedway.ca/>