



## JOB POSTING

**POSITION TITLE:** EXECUTIVE COORDINATOR  
**LOCATION:** CODE OFFICES (OTTAWA – Hybrid remote/in-person)  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**SALARY RANGE:** \$54-66k (depending on experience)  
**SUPERVISES:** N/A

### SUMMARY

Under the direction of the Executive Director and working in collaboration with Chief Operating Officer (COO) and the Director of Finance & Administration, the Executive Coordinator is responsible for providing a wide range of administrative and executive support to the senior management team. The Executive Coordinator also provides administrative services to the Board of Directors of CODE and the CODE Foundation, other Board committees and the annual general meetings of CODE and the CODE Foundation.

### MAJOR RESPONSIBILITIES

#### ADMINISTRATIVE SUPPORT - 75%

##### 1. Provides overall administrative support to the Executive Director including:

- Handle all incoming and outgoing correspondence, answering the telephone, photocopying, filing, etc.;
- Review all correspondence addressed to the Executive Director, directing correspondence to other staff members for action as necessary, responding to or taking appropriate action on specific types of correspondence, as directed;
- Answer general enquiries and drafting correspondence, reports, memos, contracts for the Executive Director;
- Assist the ED in coordinating their agenda;
- Maintain both paper and electronic filing systems for the Executive Director;
- Undertake research and other support work as requested;
- Provide general administrative support including tracking office and board expenses;
- Assess situations and needs and assist in prioritizing work for the Executive Director.(this is not clear assist ED or Assist SMT in deciding what is most urgent?)

## 2. Provides administrative services for CODE's governance structures including the Boards of Directors, other committees and annual general meetings of CODE and CODE Foundation.

- Assist with the scheduling of and agenda planning for CODE's Boards of Directors and other committee meetings held face to face and by videoconference (Zoom/Teams)
- Provide logistical (travel, accommodation, meeting facilities, catering) and administrative support for conference calls and meetings;
- Provide technical support and manage Board videoconference calls (using Zoom, run Power Points, check chat function, operate Zoom meeting rooms, check e-mails, correspond with Board Chair, take Minutes (simultaneous))
- Coordinate and post meeting documents for the Board of Directors and other committee meetings via the Board Portal;
- Maintain up-to-date content on the Boardroom Portal;
- Prepare briefing documents for the Executive Director's reference during meetings;
- Ensure that minutes of all meetings are recorded, published and distributed in a timely manner; share minutes with auditors twice a year
- Ensure that supporting documentation is distributed as required in a timely manner;
- Provide post-meeting follow-up and dissemination of relevant data to appropriate individuals as required and prepare action list for management from Board of Directors meetings;
- Maintain files including legal for the Board of Directors ensuring policy papers and amendments are translated, published, distributed and filed accordingly (e.g. T3010 and Canada Corporation Act twice annually in coordination with Controller);
- Performing other related duties as assigned.

### (b) Annual General Meetings:

- Coordinate hotels with meeting spaces, meeting rooms and accommodation for the annual meeting;
- Ensure the provision of logistical and administrative support including minute taking, payment of expenses, reimbursements, organizing social activities;
- Undertake printing, collating and distribution of meeting documents;
- Perform other related duties as assigned.

## 3. Coordinate and advise staff on human resource policy and procedures:

- With Executive Director, and relevant Department Director, assist in hiring new staff by helping prepare and execute advertising strategy and setting up review criteria;
- Support relevant department in arranging interviews, and preparing documentation for interviews as requested;

- Support the COO and relevant Department Director to develop and implement an orientation plan for new employees; contribute to general orientation for new employees of CODE and tenant staff re: building; complete checklist of tasks for both new and departing employees.

**4. Collaborates with other staff to ensure the effective and efficient functioning of CODE's Offices by:**

- Assisting with travel planning for staff and volunteers in accordance with CODE's travel policy;
- Coordinating general staff meetings and seminars, including meeting place and accommodation, etc.
- Ensuring that all supplies in the office are sustained and maintained;
- Maintaining office efficiency by planning and implementing office layouts and equipment procurement;
- Coordinating office space reservations with CODE office tenants;
- Update the Executive Coordinator's position description annually and participate in performance planning and review program.
- In coordination with Director of Finance & Administration, review building maintenance on monthly basis (e.g. conduct fire alarm, emergency lighting and fire extinguishers, check content of first aid kits, photocopier readings; Exec. Coordinator and Director of Finance/Admin hold monthly admin meetings); semi-annually conduct fire drill; yearly arrange Chubb Edwards to do annual fire alarm inspection)
- Support the COO in ensuring that CODE manages its home office and Sierra Leone field office to functionally serve CODE partners.
- Be one of the representatives on Joint Health and Safety Committee (JHSC)

**COORDINATION OF EXECUTIVE OFFICE PROJECTS AND INITIATIVES- 25%**

**5. Support and coordinate research initiatives and strategic planning by:**

- Providing copy-editing support on reports, documentation, and proposals;
- Supporting drafting and formatting of relevant research briefs and proposals;
- Support implementation of new strategic plan and external accreditation process;
- Coordinate logistics for project related meetings and events;
- Provide contextual research as needed.

**POSITION QUALIFICATIONS**

**The ideal candidate will have:**

- A post-secondary school diploma and/or experience running administration and administrative systems;
- A minimum of five (5) years' experience in administration/administrative support;

- Commitment to CODE's values, vision and directions and familiarity with CODE's governance structures, By-laws, policies and practices;
- Experience dealing with confidential matters and providing support to senior managers and to its Board of Directors;
- Ability to organize/prioritize a demanding, responsive multi-task workload, take initiative and be flexible;
- Strong interpersonal skills, including the exercising of tact, discretion and judgment at all times and with all levels of people, e.g., colleagues, volunteers, members, public;
- Excellent communications skills, both oral and written. Bilingualism in English and French is preferred;
- Capacity to work in a self-directed manner and demonstrated ability to work well within a team setting;
- Proficient with MS Office suite (Outlook, Word, PowerPoint, Excel) and other programs as appropriate.

#### Personal Characteristics

- ***Behave Ethically.*** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- ***Build Relationships*** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- ***Communicate Effectively.*** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- ***Focus on Client Needs.*** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- ***Foster Teamwork*** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- ***Make Decisions.*** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- ***Solve Problems.*** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Deadline for applications: *Applications will be reviewed on a rolling basis.* Please send cover letter and CV to <https://codecan.applicantstack.com/x/apply/a2h8bz78xnii?preview=1>

Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. CODE is an equal opportunity employer. Candidates should be legally entitled to work in Canada. For more information about CODE, visit [www.code.ngo](http://www.code.ngo).