



## JOB POSTING

**POSITION TITLE:** EXECUTIVE COORDINATOR/OFFICE MANAGER  
**LOCATION:** CODE OFFICES (OTTAWA – Hybrid remote/in-person)  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**SALARY RANGE:** \$52,070-68,000 (depending on experience)  
**SUPERVISES:** N/A  
**NOTE:** Ottawa-based position- Must be a Canadian resident

### 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

**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;
- 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

#### **Annual General Meeting**

- 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;

#### **Provides overall administrative support to the Executive Director including:**

- Answer general inquiries and drafting correspondence, reports, memos, contracts
- Assist the ED in coordinating their agenda;
- Maintain filing systems for the Executive Director;
- Undertake research and other support work as requested;
- Provide general administrative support including tracking office and board expenses;

#### **Coordinate and advise staff on human resource policy and procedures:**

- With Executive Director and COO, 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.

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

- 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;
- Responsible for reviewing and managing building maintenance including repairs, seasonal snow/lawn maintenance window cleaning, electrical, building cleaning, shredding etc.
- Be one of the representatives on the Joint Health and Safety Committee (JHSC) Responsible for fire alarm testing, fire drills, checking first aid kits, emergency lighting testing, and annual fire and life safety contract renewal.
- Support the COO in ensuring that CODE manages its home office and Sierra Leone field office to functionally serve CODE partners.

#### **COORDINATION OF EXECUTIVE OFFICE PROJECTS AND INITIATIVES**

**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.

Performing other related duties as assigned

**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.

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>

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).