

Lead, Executive and Governance Support

JA CENTRAL ONTARIO

- Posted On:** February 12, 2024
Closes On: Open vacancy - suitable candidates will be contacted on application
Location: Office is in downtown Toronto; remote-first / hybrid arrangement in place
Reports to: President & CEO with accountability to SD, Finance & Operations
Role type: 60% FTE, permanent (flexible on part-week or part-day)

Are you passionate about empowering the next generation? Are you motivated by educating and inspiring young people to succeed? If you're looking to develop a rewarding career in an impact-driven, youth-focused charity, we'd love to hear from you!

This role supports the President & CEO and the Senior Director Finance and Operations on a day-to-day basis. It also supports the President & CEO and the Leadership Circle to ensure the smooth, professional operation of the Board of Directors and its Committees and the Board of Governors. Entrusted with confidential and sensitive information, this function relies on the Lead's careful attention to detail, their responsiveness, and strong stakeholder relations skills. They must consistently represent JA in a professional, service-oriented manner.

KEY RESPONSIBILITIES INCLUDE:

Governance Administration

- Actions the Agreement to Serve process for Directors and Governors.
- Ensures information records for Directors and Governors in CRM and other databases/software programs are maintained and accurate (including but not limited to contact information, committee membership, accessibility requirements)
- Supports the relevant Senior Directors to produce reporting and meeting packages for the Board of Directors and its committees, and the Board of Governors, distributing approved materials to members in accordance with procedures.
- Attend meetings of the Board of Directors and its committees as recording secretary.
- Maintains minutes and records of all motions, reports, and action items presented at the Board of Directors, liaising with the President & CEO and the Secretary to ensure accuracy and providing visibility to Leadership Circle of action items.
- Leads meeting and event logistics for the Board of Directors, its committees, and for the Board of Governors including scheduling, attendance, venues, a/v, food and beverage, travel.
- Supports the annual report and annual meeting process including data collection, meeting script preparation, event logistics, notice, minutes, and attendance.
- Maintains the Board of Directors Orientation Manual, Board of Governors Orientation Manual, and Governance Policies and Procedures.
- Assists with orientation for Directors and Governors.
- Coordinates volunteer recognition of Directors and Governors.

Executive Support

- Provides daily administrative support to the President & CEO and the Senior Director, Finance & Operations.



- Assists with special projects including conducting research and the collection of data, preparation of reports and presentations, attending meetings and events.
- Coordinates meetings for the President & CEO (e.g., scheduling, logistics, a/v set-up).
- Administers follow-up and record keeping related to select internal and external meetings, including recording call reports of the President & CEO in the CRM.

Office Administration

- Ensures timely, responsive collection and distribution of mail or parcels, preparing outgoing mail, and taking special delivery items for processing.
- Liaises with the building staff on facility issues requiring support or attention.
- Assumes responsibilities of tenant fire safety warden ensuring required supplies are on-hand and onboarding new employees with fire safety training.
- Ensures the good working order of office equipment.
- Manages the general voicemail and the info email inbox, redistributing messages appropriately throughout the organization for follow-up.
- Ensures office, first-aid, and meeting supplies are adequate.
- Supports staff troubleshooting with the conferencing system and related technology.
- Serves as the office operations liaison with the IT systems service provider.
- Member and administrative lead for the Joint Workplace Health and Safety Committee and the Social Committee.
- Leads logistics for staff meetings and special events, including venue, a/v, materials, food and beverage, scheduling, guest support.
- Assists with onboarding new employees, including position set-up and orientation.
- Should an office move be required, support the Senior Director Finance and Operations to coordinate, facilitate, and action the move to a new premises.
- Completes bank deposits according to specified procedures.
- Manages certain third-party subscriptions and monthly receipts: Globe & Mail, etc.

EXPERIENCE AND QUALIFICATIONS:

EXPERIENCE:

- Diploma in Business Administration or a related field is required.
- 3-5 years' experience in executive and/or governance support is required, with preference for experience in a charity or not-for-profit organization.
- Familiarity with not-for-profit/charitable sector governance is preferred.
- Experienced in drafting minutes and maintaining governance records.
- Experienced CRM user (i.e., Salesforce/Causeview) is an asset.
- Strong computer literacy and advanced knowledge of Microsoft 365 is required.
- Experience managing a/v and technological requirements of hybrid meetings using Teams and Zoom is required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Strong organizational and logistical skills.
- Detail and deadline oriented.
- Understanding of requirements of handling sensitive and confidential information.
- High level of professionalism, diplomacy, and judgement.



- Self-motivated, focused, flexible, with a service orientation.
- Ability to work well in a lean, motivated team.

WORKING CONDITIONS

- Occasional travel within the service region, as required.
- Required to attend early morning Board and Board Committee meetings.
- Available to work weekends and evenings, on an exceptional basis.
- We are a remote-first office environment. Employees are welcome to use the available office space on a first-come, first-served basis and are expected to attend in person for certain staff meetings and participation at certain fundraising and program events.

Disclaimer: The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time.

Take the next step in your purpose-driven career by joining our team. We offer:

- A positive, supportive, and engaged culture. If you think this is the perfect role for you but you don't currently have all of the listed skills and experiences, please know that we value ongoing learning and professional development within our staff team. If you want to grow in your career and have the desire and ability to develop those skills, we welcome your application.
- An unparalleled opportunity to inspire and prepare young people so they can succeed in a changing global economy.
- A comprehensive benefits plan, professional development support, generous paid time-off, and an RSP matching program.

COMPENSATION: The salary for this position begins at \$37,620 and can be negotiated based on experience. We offer a comprehensive benefits plan, professional development support, generous paid time-off, and an RSP program. As JA Central Ontario is a youth-serving organization, offers of employment are conditional on the review of references and a Vulnerable Sector Screening.

HOW TO APPLY:

Submit a resume and a cover letter to kdalziel@jacentralontario.org with Lead, Executive & Governance Support in the subject line. Be sure to tell us what makes you a great candidate for this role and why you want to join JA Central Ontario. Only those applicants being considered will be contacted. Applicants must be eligible to work in Canada.

JA Central Ontario is an equal opportunity employer, who values the diversity of our employees and those we serve. We welcome applications from all qualified applicants. If you require accommodation measures in the hiring process, please let us know in advance. Thank you for your interest in joining our team.

ABOUT US:

[JA Central Ontario](https://www.jacentralontario.org) is a charity on a mission to inspire and prepare young people to succeed in a changing global economy. Working in Halton, Peel, Toronto, York, Durham, and Simcoe regions, we bridge the gap between education and the world of work, providing 30,000+ students in grades 3-12 with essential financial literacy, work-readiness, and entrepreneurship skills and experiences. A member of JA Canada and part of JA Worldwide, JA is the world's largest not-for-profit dedicated to educating young people about business.

