



## Employment Opportunity

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**Position:** Executive Board Coordinator – Provincial Office

**Position Type:** Out of Scope (OOS)

**# of Positions:** 1

**Employment Terms:** Full time or part time arrangements will be considered.

**Length of Employment:** Permanent

**Compensation:** Competitive Non-Profit Sector wages and compensation package, including a health and dental program, employer-matched pension, flexible work schedule and four weeks' annual vacation.

**How to Apply:** Email resume and cover letter to [hr@sk.johnhoward.ca](mailto:hr@sk.johnhoward.ca)

**Apply By:** February 23, 2023

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**JOB SUMMARY:** Reporting to the CEO, this position provides confidential executive administrative support to the CEO, and governance and corporate secretary support to the Board of Directors.

### **NATURE AND SCOPE:**

- Acts as CEO's liaison to the Board of Directors.
- Contribute to a positive working culture within the organization.
- Accountable for confidential executive administrative support to the CEO.
- Accountable for governance and corporate secretary support to the Board of Directors.
- Accountable for assisting Provincial Executive Team with annual and quarterly reporting.
- Accountable for provincial office logistics.

### **DUTIES:**

- Assist the CEO in the day-to-day strategic operations of JHSS by providing highly confidential executive administrative support to the CEO.
- Providing highly confidential governance/corporate secretary support to the Board of Directors.
- Responding to and/or delegating replies to various types of inquiries on behalf of the CEO.
- Managing various policy issues, projects, and processes.
- Managing and maintaining CEO's and Board's calendars.
- Planning and executing all CEO and Board JHSS events including All Staff, Management and Leadership meetings, as well as all Board related education, strategic planning and in-person meetings.
- Coordinating logistics for CEO's team meetings.
- Managing travel schedules for CEO and Board.
- Preparation of all correspondence, agendas, minutes, reports, background documentation, ensuring appropriate follow up and providing strategic research for CEO. Research and preparation of all Board/Committee documents including agendas, decisions items, resolutions, information items, reports, and correspondence, as well as taking and transcribing minutes for all meetings.

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- Support the development, editing and maintenance of Board policies and procedures, the Board Governance manual, and other documents as required.
- Facilitate Board of Directors annual reporting requirement to JHS of Canada.
- Development and maintenance of Corporate Minute Book.
- Working with the Board to develop the annual Board Orientation. Research Board training opportunities working within the Board budget.
- Coordinate materials and activities related to AGM in conjunction with the Director of External Relations
- Update the Board of Directors online SharePoint.
- Develop CEO ENDS reporting documents.
- Develop and submit JHS Canada annual reporting and renewals.
- Development of JHSS Corporate and Operational Policies.
- Establishing relationships with all vendors.
- Oversight of JHSS cell phones.
- Records and file management.
- Other duties as assigned.

### **JOB KNOWLEDGE:**

- An understanding and commitment to the philosophy, goals, and objectives of the John Howard Society of Saskatchewan.
- A good working understanding of Non-profits specifically the Charities sector.
- Senior level experience as an executive assistant professional to the C-suite, specifically the CEO.
- Senior level experience working with Boards and knowledge of governance.
- Progressive legal experience and negotiation skills.
- Experience with strategic planning and implementation.
- Experience with project management.
- Experience with development and maintenance of budgets.
- A good understanding of risk strategy and mitigation.
- Possession of broad experience in providing workflow direction.
- Must be well organized and possess outstanding collaborative skills.
- Must be excellent listener and communicator.
- Proficient in Microsoft Office, 365, TEAMS, and other meeting software.

### **QUALIFICATIONS:**

- Five+ years of relevant experience.
- Demonstrated continuing education in administration, strategic planning, and governance.
- Project Management Certificate is an asset.
- Governance Professionals of Canada Designation is an asset.

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### **JOB KNOWLEDGE:**

- Working knowledge of the Mission, Vision, Values and philosophy of the John Howard Society of Saskatchewan
- Working knowledge of the difficulties faced by marginalized individuals and groups
- Understanding and commitment to the Truth and Reconciliation Commission Calls to Action

### **SKILLS:**

- Excellent communication, organizational, interpersonal, and time management skills
- Exceptional writing, and case management skills
- Strong verbal skills and the ability to communicate professionally
- Resourceful, flexible, and well organized
- Professional, responsive, and a positive work attitude
- Ability to make sound, timely, and accurate judgment while navigating crisis
- Ability to work independently
- Must maintain a positive relationship with clients, other staff, businesses, and government agencies
- Demonstrate empathy for those impacted by the Criminal Justice System

**ADDITIONAL INFORMATION: The above statements reflect general details considered necessary to describe the principal functions of the job and shall not be construed as the detailed description of all work assignments that may be inherent to the position.**