



COORDINATOR, CORPORATE SERVICES

STATUS	Permanent Full-Time
REPORTING TO	Manager, Corporate Services – Corporate Services Department
LOCATION	Ottawa, ON
SCHEDULE	40 hours per week (Monday – Friday)
SALARY	\$45,000 – \$50,000

POSITION SUMMARY

Reporting to the Manager, Corporate Services, the Coordinator, Corporate Services is responsible for coordinating various operational tasks, programs, and processes, and will work directly with members of the Senior Leadership Team to provide administrative support.

Only applications submitted to hr@coach.ca will be considered for the position. All responses are appreciated, however, only those selected for an interview will receive a reply.

CORE DUTIES & RESPONSIBILITIES

Administrative Support

- Administer the organization’s contract management system in alignment with applicable policies, including creation of contracts and document management, and recommend ongoing process improvements.
- Develop and maintain template versions of standard contracts, memorandums of understanding, requests for proposal, and other agreement documents as needed.
- Support file management for assigned projects and initiatives, including version history tracking and translation process flows.
- Support project leads with creation, distribution, and evaluation of Requests for Proposals.
- Provide cross-departmental coordination and administrative support for CEO- and/or COO-led special initiatives.
- Draft correspondence, presentations, and reports for internal and external use.
- Support management of CEO and COO Outlook calendars by scheduling and confirming appointments with internal and external parties.
- Coordinate office operations to ensure a well-maintained, functional, and compliant work environment.

Travel and Logistics Coordination

- Coordinate travel logistics for CEO, COO, and members of the Board of Directors as needed, including flights, accommodations, and ground transportation.
- Prepare travel-related documents and briefings for the CEO, COO, and members of the Board of Directors as needed.
- Process travel-related expense claims for CEO, COO, and members of the Board of Directors.

- Support group travel needs for cross-departmental initiatives.
- Serve as point of contact with a third-party travel management company and administer the organization's travel booking platform.
- Coordinate meeting space, audio/visual, and catering requirements for assigned meetings and events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, & OTHER COMPETENCIES

The following knowledge, skills, abilities, and other factors, gained through work experience, education, or a combination thereof, are essential for success in the role.

These core competencies are behavioural expressions of the **CAC's aspirational values**. All current and prospective employees should demonstrate the ability or potential to perform in these areas.

Functional Competencies

- Time management: the aptitude to properly prioritize, allocate, and utilize time effectively to achieve competing tasks and deadlines.
- Interested party engagement: adept at ensuring relevant parties are informed and involved in conversations and decisions that affect them.
- Meeting/event coordination: the ability to plan, organize, and host events.
- Administrative skills: the ability to manage and execute administrative tasks (for example, electronic filing, tracking service level agreements) with keen attention to detail.
- File/record keeping: adept at maintaining accurate and complete records over time.
- Document management: proficient at creating, updating, organizing, and storing documents accurately and efficiently.
- Vendor and contract management: the ability to monitor contract terms and vendor deliverables for compliance and quality assurance.
- Content creation: the ability to produce relevant, engaging, and informational material for distribution.
- Preference will be given to bilingual (English/French) candidates.

WORK ENVIRONMENT

- The CAC operates a hybrid work model with employees working in the office 3 days per week. All employees have a dedicated workspace within a shared office environment.
- The incumbent will be required to complete 8-hour work shifts within the hours of 7h00 to 18h00, with consideration given to accommodation requirements.

APPLICATION INFORMATION

The CAC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender identity, sexual orientation, record of offences, age, marital status, family status or disability.

Please send your resume and cover letter by August 18, 2024, to hr@coach.ca. **Only applications submitted to hr@coach.ca will be considered for the position.** All responses are appreciated, however, only those selected for an interview will receive a reply.