



Prince's Trust Canada
La Fondation du prince au Canada

Executive Coordinator

Reports to: Chief Executive Officer

Location: Yorkville, Downtown Toronto

A remarkable opportunity

Bring your talent, passion and experience to this new and important role. Join a team in Canada and internationally, focused on creating a sustainable future.

As Executive Coordinator you'll support the effectiveness of the CEO's office and the Prince's Trust Canada Leadership Team by organizing, coordinating, and planning administrative, governance and operational activities, procedures, and documentation, and providing operational support.

This role puts you at the administrative heart of the organization's workings in its mission to support Canada's young people and veterans.

This role is a fit for you if ...

You have strong organizational skills and can prioritize and multi-task, with excellent attention to detail. You are used to handling confidential information with discretion. Your strong written and verbal communication, and interpersonal skills allow you to build credible relationships with staff, board members, external partners and donors. You are resourceful and proactive, with the ability to problem-solve independently, while also supporting the team.

If the above sounds like you, please read on...

The Organization

This is an exciting time for the organization. Founded in 2011 as Prince's Charities Canada, Prince's Trust Canada has embarked on a new phase as part of the global network of The Prince's Trust Group. Created by HRH The Prince of Wales, the Group includes the Prince's Trust in the UK, Australia, New Zealand and Prince's Trust International, which delivers programs in partnership with communities in India, Pakistan, Jordan, Malta, Greece, Barbados and other countries. His Highness The Aga

Khan is the Global Founding Patron for the Prince's Trust Group, leading a significant partnership that is inspiring others.

Prince's Trust Canada is a national charity headquartered in Toronto which delivers programs with community-based organizations and corporate and academic institution partners in Toronto, and locations including Vancouver, Calgary, Regina, Winnipeg, Ottawa, Quebec City, Halifax, and St John's.

Prince's Trust Canada's current programs transform the lives of people in Canada who are facing challenges or transition through two initiatives: creating equitable hiring opportunities and working environments for young people facing barriers to employment and supporting transitioning members of the Canadian Armed Forces and veterans through entrepreneurship training and mentoring.

Prince's Trust Canada's strategic planning process will be completed in the coming months and the updated focus of the organization will incorporate principles and programs related to sustainable development.

Our ambition is to deliver more tangible impact through high-quality programs, working in collaboration with a growing network of supporters. The small but mighty staff team of eighteen is committed and passionate about this vision, working with partner organizations and volunteers across the country.

The Position - Primary Responsibilities:

CEO Office support:

- Manage calendars, meetings and travel logistics
- Review, triage, and draft confidential correspondence
- Research, prioritize, and follow up on inbound issues and concerns; recommend appropriate follow-up action/s.
- Communicate directly, and on behalf of the CEO, with Board members, donors, partners, staff, and others
- Complete expense reports

Leadership Team Support:

- Manage calendars, meetings and travel logistics for leadership team members as required; complete expense reports
- Keep CEO and leadership team well informed of upcoming commitments and responsibilities, following up appropriately
- Coordinate and distribute agendas for leadership team and special meetings; act as Recorder in meetings.
- Support follow-up actions identified in Leadership Team meetings in preparation for upcoming meetings and decisions
- Support the implementation schedule for the strategic plan and related reporting based on the Leadership Team accountabilities
- Carry out special projects for the CEO and Leadership team as required.

Board Coordination and Support:

- Working closely with the Head of Operations, serve as the administrative liaison to the Board of Directors; coordinate content, prepare and distribute Board meeting packages
- Coordinate Board meetings and events, including venue, catering, AV, as required
- Support Head of Operations in his capacity as Board Secretary, as required
- Assist Board members with travel arrangements, lodging, and meal planning
- Support Committees (e.g. Audit & Risk Management, Nominating, Strategic Planning), including supporting the coordination of materials, notes, policies, follow-up actions and documentation.

Administrative Support:

- Assist with daily operations such as accounts payable/receivable, bank runs, donor receipts/acknowledgment letters
- Track and file executed legal agreements, proactively advise leadership team of upcoming expiration/renewal or other salient dates
- Maintain confidential employee files; administer benefits enrollments/changes in provider portal.
- Assist with new employee on-boarding, e.g. set up workstations, liaise with providers to set up computers/phones
- Order office supplies and maintain inventory, replacing materials and equipment as needed
- Support continuous process improvements.

Organizational responsibilities:

- Participate in and lead internal working groups and task forces as part of the overall staff team.
- Support the values of the organization
- Participate in other opportunities and special projects as they arise
- Visibly support and champion the organization's values: Inspiration; Community; Action; Responsibility and Empathy

Position Requirements and Qualifications:

- Post-Secondary Diploma or Bachelor's degree and minimum of two (2) years of experience supporting senior leaders, or equivalent blend of experience and education
- Experience in a non-profit setting, as an employee or volunteer
- Proficiency in MS Office Suite (Outlook, Word, Excel, Power Point, Dynamics) and design software, e.g. Adobe Suite
- Initiative and problem-solving skills
- Excellent communication skills, demonstrated ability to effectively communicate people at all levels
- Working understanding of IT/IM systems

- Must be able to work occasional evenings (approximately 1 per month) to support governance/leadership events
- Must be eligible to work in Canada

This role is based in Toronto.

Application Procedure

Recruitment for this position is being led by Graeme C. Imrie & Associates. Please submit your cover letter and resume in confidence to graeme@graemeimrie.com by April 3, 2020. Applications will be received on an ongoing basis until this time, therefore early submission is encouraged.

If you will require accommodations at any stage of the selection process, kindly state the nature of the accommodations in your cover note.

We thank all applicants for their interest; we will contact only those selected for further consideration.