



Executive Coordinator

Position Title: Executive Coordinator

Position Type: Full-time

Position Level: SVC 4

Program: Toronto Management

Location: Toronto, ON

Salary: \$60,000 to \$70,000 annually

Reports to: Director of Finance and Operations

Start date: Early August

Application Deadline: 7 July, 2023

Position Summary

Wildlife Conservation Society Canada is Canada's leading on-the-ground conservation science organization. We strive to protect Canada's wildlife and wild places by bringing science to conservation action. As a medium-sized charity, we have a small, strong, and dynamic management team based in Toronto with projects dispersed across various locations in Canada.

WCS Canada is looking for an Executive Coordinator to provide comprehensive support to the Executive Management Team and the Board of Directors. This dynamic position requires the ability to anticipate needs, think critically, develop content, execute tasks with precision and accuracy and offer solutions to problems with a high level of professionalism and confidentiality. This is a full-time position with an excellent benefits package, 3 weeks vacation, employee and family assistance plan, and RRSP matching program.

Primary Responsibilities

Complete a broad variety of administrative tasks that support the Executive Management Team including assisting with or leading special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties, including government officials; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Coordinate all Management Team and Senior Staff meetings and assist with staff meetings and events as needed. Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the President and staff, demonstrating leadership to maintain credibility, trust, and support with the conservation program leads; complete projects by

assigning work to appropriate staff, including senior staff and members of the Executive Management Team.

Provide sophisticated and nimble calendar management for the President. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.

Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of the Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.

Work closely with the President and the Director of Finance and Operations to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate their needs in advance of key deadlines, meetings, conferences, etc.

Serve as the primary point of contact for the review and management of contracts and commitments, to ensure all documents are appropriately reviewed, approved, executed and managed over the life cycle of the commitment.

Support the implementation of funding programs that support the next generation of conservation scientists, including the WCS Canada's Weston Family Boreal Research Fellowship.

Provide office management for the WCS Canada head office including managing meeting room space and resolving conflicts; scheduling vendors that provide services; assisting with the procurement of supplies; and other task as required.

Qualifications/Experience Successful Candidates will possess:

- Significant executive support or program coordination experience.
- Strong verbal and written communication skills.
- Expert proficiency with Microsoft Office suite, G Suite, and Zoom.
- Ability to design and edit graphic presentations and materials.
- Comfortable working with a variety of tools and databases.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and partners.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Ability to maintain a high level of integrity and discretion in handling confidential information.
- Knowledge of the French language an asset.

Location:

This This role will be a hybrid role with 3 days per week in the WCS Canada head office in Toronto.

How to Apply:

Please submit your CV or resume with a cover letter explaining how your qualifications and experiences make you the ideal candidate for this critical support role.

For questions regarding the position, please contact Gillian Woolmer at gwoolmer@wcs.org. For questions regarding the application process, please contact Okechukwu Ezibe at oezibe@wcs.org.

WCS Canada is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices. Applicants with a disability or any special needs may make a request for accommodation at any stage of the recruitment process, and we will work with you to meet your needs. Such requests should be communicated to Okechukwu Ezibe (oezibe@wcs.org) or by phone 437-770-2776.

Deadline for applications: 7 July 2023

Office Safety Plan Compliance:

WCS Canada is committed to providing and maintaining a safe environment for our employees, contractors, and partners. As part of this unwavering commitment to safety, it is a condition of employment that Office-based WCS Canada employees be compliant with the respective Office Safety Plan, which includes being fully vaccinated against COVID-19 with a COVID-19 vaccine series approved by Health Canada or the World Health Organization. This condition is subject to the requirements of applicable human rights legislation.

About WCS Canada:

WCS Canada (www.wcscanada.org) was established as a Canadian conservation organization in July 2004. We are committed to championing accessibility, diversity, and equal opportunity. Our mission is to conserve wildlife and wild places by improving our understanding of and seeking solutions to critical problems that threaten key species and large wild ecosystems throughout Canada. We implement and support comprehensive field studies that gather information on wildlife needs and then seek to resolve key conservation problems by working with a broad array of stakeholders. We also provide technical assistance and biological expertise to local groups and agencies that lack the resources to tackle conservation concerns. WCS Canada is independently registered and managed while retaining a strong collaborative working relationship with sister Wildlife Conservation Society (WCS) programs in more than 60 countries.

Diversity and inclusion are core WCS Canada values. We value the diversity of the people we employ and work with and we strive to provide an inclusive and equitable workplace in which

we recognize the unique characteristics, skills and experiences of all employees. We are committed to engaging our employees in our diversity, equity and inclusion work and together we aim create a work place where all staff feel they belong and can grow.

WCS Canada's programs occur on the homelands of Indigenous Peoples whose relationships various governments are described in historic (numbered) Treaties, modern land claim agreements, and negotiations around unceded lands. We recognize and support the international ecological and social commitments and responsibilities to Indigenous Peoples that Canada has signed, including the Convention on Biological Diversity, Convention on the Trade in Endangered Species, the United Nations Declaration on the Rights of Indigenous Peoples, and the recommendations of the Truth and Reconciliation Commission. Our commitment to engagement with Indigenous Peoples ranges from notification of research, to the provision of scientific advice, to co-creation of research. We respect Indigenous knowledge systems and include this knowledge in our research and conservation programs where possible. We engage in land use planning and impact assessment processes that affect Indigenous Peoples, seeking ways to advance conservation as well as opportunities to sustain the livelihoods and cultures of Indigenous communities. We seek to motivate positive conservation outcomes by supporting effective governance and decision-making processes by Indigenous communities, particularly by supporting Indigenous and Community Conserved Areas.