



COORDINATOR, GLOBAL OPERATIONS

WOMEN IN GOVERNANCE

Women in Governance (WiG) is a not-for-profit organization with a mission to support women in their leadership development, career advancement and access to Board seats. WiG achieves its mission through Mentoring and Governance Training programs, hosting and partnering on events featuring prominent thought leaders and speakers exemplifying the value of women in leadership, as well as, WiG's Parity Certification. The Parity Certification serves to help organizations increase the representation of women in sectors where they have historically been underrepresented, as well as in senior management positions. This innovative certification not only evaluates parity at the decision-making level of organizations but also assesses the organization's commitment to the implementation of mechanisms that enable women at all levels of its hierarchy to achieve career advancement, thus creating a pipeline of female talent.

www.womeningovernance.org

ROLE OVERVIEW

Reporting to the Chief Operating Officer, the Coordinator- Global Operations performs office and administrative tasks and supports the operations team to ensure the smooth running of the operations office.

KEY DUTIES AND RESPONSABILITIES

- Manage the calendar of the Chief Operating Officer (confirm appointments, book trips (hotels/restaurants), obtain visas, etc.
- General administrative support to the Chief Operating Officer
- Organization of meetings, reservations, preparation of documents necessary for presentations, taking minutes of meetings etc.
- Maintain records of personnel-related data (personal information, leaves, turnover rates etc.) and ensure all employment requirements are met
- Support the recruitment/hiring process by sourcing candidates, scheduling interviews, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Provide support to the Operations team with administrative tasks
- Create reports using Excel for decision making; provide data analysis as may be appropriate
- Assist in the coordination and contribute to the smooth running of the various events and activities organized by Women in Governance (lunch-conferences, Parity Certification Forums, etc.)

The above duties are representative but are not to be considered all-inclusive.

QUALIFICATIONS AND REQUIREMENTS

EDUCATION

Office Administration Diploma.

An equivalent combination of education, training and experience may be considered.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Is detail-oriented, can multitask easily and have excellent organizational skills easily adapt to a changing environment
- Autonomous, resourceful and can operate under minimal supervisor
- Bilingualism – excellent spoken and written French and English
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) specifically advanced Excel skills
- Managing calendars using Microsoft Outlook
- Strong interpersonal and communication skills
- Resourceful, flexible and organized and capable of managing priorities

CONDITIONS

- Full time position
- Offices near Atwater metro / Remote work until further notice
- Be available on occasion to participate in events outside office hours

HOW TO APPLY

Please send your resume and a cover letter to carrieres@lagouvernanceaufeminin.org
Only selected candidates will be contacted.