



Member Relations and Governance Coordinator Term Contract (Until November 23, 2023)

The Council of Ontario Universities is the forum for Ontario's universities to collaborate and advocate in support of their shared mission to the benefit and prosperity of students, communities, and the province of Ontario.

Our work advances postsecondary education through collective advocacy, sector collaboration, and a range of shared services for our members, Ontario's 21 universities. The Council of Ontario Universities is a small, collaborative team where each employee contributes directly to the success of the organization.

We are seeking an administrative and governance professional to support a wide range of COU member meetings, events, and corporate governance processes. The ideal candidate has experience with meeting and event planning, governance processes, general office administration, experience and comfort working with senior executives and their offices, a precise attention to detail, and a strong commitment to member service.

The Council of Ontario Universities invites applications from experienced professionals with backgrounds in the public, private, and not-for-profit sectors. We offer a competitive total compensation package, generous time off, professional development, and a close-knit and collaborative work environment.

Over the spring and summer of 2022, COU staff will return to our office in the heart of downtown Toronto's Discovery District on a hybrid basis, until at least December 2022.

COU is committed to the health and safety of its employees and has adopted a mandatory COVID-19 vaccination policy. As a condition of employment all new hires must provide proof of vaccination, or substantiate an exemption.

Key Responsibilities:

In this role, you will proactively:

- Provide a high-level of customer service to members, external stakeholders, and colleagues at all times
- Coordinate and provide governance support for a wide range of COU member meetings
- Plan and oversee a multi-year schedule of member meetings
- Maintain and administer COU's central meeting calendars and dashboards
- Coordinate all relevant record keeping for the Council and the Corporation
- Provide staff support for several member communities of practice: Council of Ontario University Secretaries, Ontario University Legal Counsel group, FIPPA coordinators, and records managers

- Coordinate with Council and committee chairs and their offices on administrative matters and provide a high-level of customer service to members and external stakeholders at all times
- Lead the coordination of major events supported out of the President's Office, such as the annual conference for university board members
- Conduct background research and prepare reports on assigned issues and topics
- Act a key member of the President's office team and participate in various projects and committees, providing support to other team members as required
- Serve as backup to the Assistant to the President and CEO and available to act in that role during absences from the office due to vacation or illness

Essential Qualifications:

The ideal candidate for this role will have:

- At least two years' professional experience in an administration or governance role
- Experience in meeting and event planning and coordination
- Experience in an executive office is an asset
- Highly developed administrative, organizational, and prioritization skills
- Precise attention to detail
- Excellent written and oral communication skills
- Excellent interpersonal and client service skills
- Tact, diplomacy, courtesy, and ability to interact professionally with staff at member institutions at all levels, including senior executives
- Ability to work in a fast-paced environment, adaptable, flexible, proactive, and responsive to change
- Ability to work independently and as a member of a team
- Interest in the Ontario university sector and willingness to learn about the wide range of issues and priorities facing COU member universities

Application:

The Council of Ontario Universities welcomes applications from all those who are qualified and committed to advancing the collective interests of Ontario's universities for the benefit and prosperity of students, communities, and the province of Ontario.

Please submit an application package that outlines your experience, suitability for the position, and your salary expectations to COUrecruit@cou.ca by Friday, May 6, 2022.

More information about the Council of Ontario Universities and our shared sector priorities can be found at cou.ca.

The Council of Ontario Universities is an equal opportunity employer that values the strength diversity brings to the workplace. We are committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform us of your requirements.