

<b>Position Overview</b>	
<b>TITLE</b>	<b>Executive Coordinator</b>
<b>Unit</b>	Philanthropic Foundations Canada
<b>Reporting to</b>	President / CEO
<b>Category</b>	Operations
<b>FT or PT Status</b>	Full-time
<b>Amendment date</b>	June 2021

**Position Summary**

Reporting to the PFC President and CEO and collaborating with PFC's leadership team, you will support PFC in achieving the goals identified by the 2021-24 strategic framework.

You will work within a dynamic, dedicated and agile virtual team across Canada. The pace of work is fast and we expect the chosen candidate to have great versatility and flexibility as well as autonomy and initiative. The successful candidate must be highly organized, results-oriented and possess the demonstrated ability to effectively anticipate workflow and manage multiple priorities with calm and confidence.

The Executive Coordinator's mandate is to support and foster collaboration among the PFC team while performing key detailed organizational tasks, including those related to Governance, HR, finance, IT and office management.

**KEY RESPONSIBILITIES**

**Executive Assistant to the President  
(25%)**

- Handle sensitive and confidential information with tact, judgement, and diplomacy
- Ensure the project management of the CEO's special initiatives.
- Support the CEO in administrative and operational tasks
- Coordinate and organize, as needed, external and internal meetings involving the CEO (meetings, committees, etc); invitations, agendas, note-taking, document consolidation, minutes, logistics, meals and refreshments, etc.
- Write and edit internal and external correspondence, documents and communications: memos, correspondence, minutes, reports, cards, etc.
- Create and maintain the CEO's electronic filing systems.
- Track and file the CEO's work-related expenses; prepare and submit expense reports and reimbursement requests
- Carry out other tasks and responsibilities as assigned by the CEO

**Management Team Coordinator  
(20%)**

- Provide administrative support to members of the management team.
- Schedule management team meetings. Circulate and track agenda and action items. Coordinate and ensure the regular follow-up of the various deliverables and actions assigned to/expected by the management team
- Develop, implement, and maintain processes and structures for collaboration within the organization to maximize collaboration and transparency
- Create and maintain the Management team's shared filing systems,
- Create and maintain the organization's collective calendar

## **Support Board of Directors**

### **(15%)**

- Coordinate and organize meetings of the Board of Directors and any related committee meetings, logistics, consolidation of documents, correspondence
- Draft and circulate minutes of meetings following approval by Chair and CEO; circulate and track agenda and action items
- Act as a focal point for the members of the Board of Directors; provide logistical and administrative support to the members.
- Maintain filing systems for Board documents and information

## **Finances**

### **(20%)**

- **Liase regularly with external part-time accountant**
- **Budgeting and reporting**
  - Works with the President and team to develop annual budgets
  - Enters annual budgets in the accounting system (Smartsheet & QuickBooks)
  - Oversees the outsourced accountant to finalize monthly reports and reconciliation and the year-end financial worksheets for the audit, and assists the auditors as required
  - Reviews requests for payments by directors, posts and codes all receivables and payables in QuickBooks
  - Prepares brief monthly financial reports to the President and Treasurer, and to the Board of Directors quarterly
  - Assists with the preparation of reports to funders
  - Produces monthly cash flow report
- **Processing and management of financial contributions**
  - Coordinate all day-to-day bookkeeping with accountant including coding and posting receivables and payables, depositing cheques, expense management, payroll reporting and administration.
  - Ensure automation of bookkeeping processes including pre-authorized payments, digitization of staff expenses and vendor invoices and payment, and online membership contribution payments
  - Ensures that membership fees, special grants and event registration payments are correctly recorded in database and accounting systems
  - With Coordinator Member Relations, coordinates the membership renewal process, including:
    - Processing of annual membership renewals
    - Fee processing for new members
  - Processes credit card contributions through appropriate EFT system
- **Petty cash, bank accounts, credit card, accounts payable and reconciliations**
  - Processes accounts payable and issues payments
  - Prepares petty cash (when needed) and expense reconciliations
  - Process incoming and outgoing transfers
- **Policies and procedures**
  - Maintains Financial Procedures Manual
  - Ensures that smartsheet and QuickBooks reports are well integrated
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## **Human Resources**

### **(10%)**

- Coordinate HR recruitment efforts; from call for applications to onboarding of successful candidates

- Research and review HR, legal and policy documents for good practice by small employers (including on DEI, and complying with human rights and labour law legislation)
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- **Employee Records and Human Resource Information**
  - Maintains all employee and contractor agreements
  - Maintains and updates employee information including emergency contact information
  - Maintains holidays management system for each employer (requests; approvals; balance)
  - Maintains and updates the Employee Policy Handbook/HR Manual
- **Payroll**
  - Works with the payroll provider (Ceridian) to administer payroll and related remittances
  - Distributes payroll stubs to staff members on a timely basis
  - Distributes T4 statements for all employees in a timely manner
  - Issues Record of Employment (ROE) as requested by the President
- **Benefits Administration**
  - Administers the group benefit plan and insurance coverage
  - Maintains benefits records and negotiates with provider

## **IT & Database**

### **(5%)**

- Project manages and seeks the input and expertise of other team members in sourcing, procuring and installing technology solutions (including Salesforce, the Microsoft suite, SmartSheet, Miro, Zoom etc)
- Responsible for the renewal of all software licenses as required
- Maintains the list of passwords for the database(s), staff email addresses
- Ensures external IT support is available to the team as required
- Ensures that cybersecurity and privacy protections are up to date
- Update key contacts with members and non-members in Salesforce

## **Office Management (5%)**

- Responsible for the effective and efficient administration of the virtual and physical offices in Montreal and Toronto
- Maintains relationships with co-tenants, and ensures timely office rental payments
- Manages the organization's accounts, services and subscriptions
- Maintains databases of suppliers
- Manage incoming correspondence (including generic emails) for the organization
- Stores/purges & archive physical and e-files as requested
- Manages effective inventory of assets
- Maintain PFC Business Continuity Plan

## **Qualifications**

### **Academic Qualifications:**

- BA or equivalent

### **Competencies:**

- Fully bilingual
- Excellent written and verbal communications
- Strong interpersonal skills in resolving conflict and building consensus
- Detail-oriented and thorough while managing multiple projects and deadlines
- Able to work both independently and as part of a team
- Good judgment and effective decision-making skills
- Discretion, reliability, and punctuality with a high ethical standard
- Enjoys being part of a diverse team with range of backgrounds and age groups,

### **Other desirable assets**

- Experience supporting a CEO and Board
- Experience with QuickBooks Online and Salesforce
- 3 – 5+ years' experience in the non-profit sector
- Demonstrated interest in philanthropy

Salary range starts at \$50,000-\$52,000 and is fully commensurate with experience and education. PFC offers a comprehensive benefits package. If you believe that your profile meets our needs, kindly forward your résumé with a cover letter to [hr@pfc.ca](mailto:hr@pfc.ca). All information received will be treated in the strictest confidence. Review of applications will begin on June 14th. The position will remain open until filled. PFC is committed to diversity, equity and inclusion in its employment policies and practices. It is dedicated in creating a workplace culture of inclusiveness and welcomes applications from Indigenous Peoples, racialized individuals, persons with disabilities, persons of minority sexual orientations and gender identities.