

JOB DESCRIPTION: EXECUTIVE COORDINATOR

Location: Ottawa, Ontario- Canada. www.caldo.ca

Reports to: Executive Director

Status: Permanent, Full-time

Language requirements: English and Spanish are essential; French and Portuguese desirable

Eligibility: Canadian Citizen or permanent resident; must be legally entitled to work in Canada

Deadline: March 31st, 2021

SUMMARY

We are seeking a highly experienced professional to provide executive level and organizational support to the CALDO Secretariat www.caldo.ca

Reporting to the Executive Director (ED), the Executive Coordinator (EC) undertakes a full range of activities including coordination of activities, scheduling, planning, tracking budgets, maintaining files, database management, etc. This role requires significant initiative, independency, discretion and communication with various stakeholders.

The **EC** is accountable for performing the highest level of professional services and operational support to the Executive Director and the Secretariat. The **EC** anticipates and develops strategies to maintain and strengthen relationships that are vital to the mandate and the activities of the Secretariat. The **EC** helps to solve problems and manages diverse issues relate to the strategic objectives of the CALDO Office.

KEY RESPONSIBILITIES

- Draft proposals, contracts, executive reports, presentations and review documents to confirm accuracy.
- Coordinate, prepare and distribute documents and agendas for Board and committee meetings.
- Take minutes for all Board meetings and Board Standing Committees and prepare plans for monitoring action items.
- Schedule and organization of Board of Directors and Annual General Meetings including preparing meeting materials along with other team members.
- Interacts and collaborates regularly with Senior managers, directors, international partners, government officers, etc., to accomplish administrative and operational tasks.
- Maintain a database of key contacts of educational institutions, funding agencies, embassies, government institutions, and partner organizations.
- Coordinate the preparation and distribution of information to internal and external stakeholders, including the coordination of meetings (Board of Directors, member universities, international partners, government agencies)
- Event planning and management: schedule and help with the organization of the consortium recruitment and commercial activities and missions abroad.
- Performs analyses and provide recommendations to improve internal operational processes.
- Supports or manages projects such as event planning.
- Monitors expenses to ensure they are allocated appropriately.

- Sets and maintains organized electronic filing systems to ensure information is readily available.
- Maintains and tracks staff vacations and absences.
- Anticipate needs and offer solutions while providing daily support to the CALDO Secretariat.
- Build strong working relationships with the team and provide support as needed.
- Supports the Executive Director in the detection and development of new projects in Latin America, for the CALDO member universities.
- Manage multi-travel and related logistics. Ensure timely reconciliation of travel and business expenses and manage petty cash of the office.
- Coordinates and leads special projects for supporting the CALDO member universities, such as grant applications, languages training programs or any new initiative directed to increase the mobility of graduate students from Latin America.
- Coordinates projects with local stakeholders such as CALDO universities, associations, the government of Canada, funding agencies, LATAM Embassies in Canada, etc.
- Perform other duties as required by the ED from time to time.

Essential Qualifications

- Undergraduate degree or related diploma in a relevant field.
- Experience in international affairs (Universities, Colleges, government institutions or international companies)
- At least five years of experience supporting management teams.
- Solid interpersonal and collaborative skills. Motivated by achieving results as a collaborative team player.
- Proven ability to engage effectively with a broad range of stakeholders, including staff and Board Directors.
- High professional standard of integrity, ethics, confidentiality and discretion.
- Demonstrated resourcefulness and ability to work in a dynamic environment.
- Excellent verbal and written communication skills in English and Spanish.
- Ability to work autonomously and have a high level of accountability.
- Excellent organizational and prioritization skills.
- Professional knowledge and proficiency with Microsoft Office (PowerPoint, Excel, Word, Outlook, databases, etc.) and social media platforms.
- Familiarity with international student recruitment practices and business development initiatives.
- Knowledge of basic accounting.
- Outstanding customer service skills
- Ability to research and prepare high quality professional documents/reports/presentations.
- Flexible and available to work within an irregular schedule in some situations.

Desirable Qualifications

- Knowledge and previous experience in International Education.
- Previous experience working in a not-for-profit institution.
- Experience working and living in Latin American countries.
- Knowledge of French.

- Knowledge of Portuguese.

INTERESTED IN APPLYING?

If CALDO Consortium seems to be the right place for you, and you have the qualifications for this position, we want to hear from you!

Applications should be sent in English to the following email caldo@caldo.ca. Please send your résumé and one-page cover letter to demonstrate how you meet all the qualifications. Please apply to this position no later than **March 31st, 2021**. Thank you for your interest in CALDO!! www.caldo.ca