



Governance Coordinator

We come to work every day to make the world a better place.

We embrace a culture of belonging in the workplace. No matter who you are, where you're from, how you think, what you believe in, or whom you love, we welcome your application. We all come from different backgrounds and different walks of life, bringing in unique perspectives and experiences. We encourage applications from 2SLGBTQ+, Black, Indigenous, and People of Colour (BIPOC), women, newcomers to Canada, and people with disabilities. If you require any accommodation in the application and interview process, please let us know (including different materials or otherwise).

About EfficiencyOne

Our core values are Integrity, Innovation, and Partnership.

EfficiencyOne is a leading efficiency enterprise. We work with a number of outstanding partners to supply cost-effective energy efficiency and carbon mitigation services in Nova Scotia and beyond.

We transform the way people use energy. Together, we help people achieve their energy goals, save money, conserve resources, improve well-being, and combat climate change.

Investing in energy efficiency comes with many benefits—lower heating bills, more comfortable spaces, new jobs in your community, and a smaller overall carbon footprint.

To date, our work has achieved over \$4 billion in energy savings and contributed to 22% of Nova Scotia's GHG emission reductions. If there's a better way to improve energy efficiency, we'll find it. Find out more about how we are making an impact here: <https://www.efficiencyone.ca/impact/>

Why you'll love working here:

- A culture that understands there is life outside of work and cares about their employees.
- An engaging, fun, and inclusive work environment
- An awesome benefits package that starts on day one and a competitive salary
- Wellness initiatives and fitness challenges hosted throughout the year.
- Corporate gym memberships
- Career growth and professional development opportunities
- Being part of a team and contributing to Nova Scotia's goal of 2050 net-zero carbon

Do you want to be part of an organization that has an ambitious plan to support the transition to net zero by 2050, and help to build a thriving, resilient future for Nova Scotians - then you belong here!

The opportunity:

We are looking for a **Governance Coordinator** who will report directly to the Secretary of the Board of Directors of EfficiencyOne and its subsidiary corporations. The Governance Coordinator provides confidential corporate secretarial and governance support to the Secretary of the Board, which includes the following key areas of responsibility:

- Responsible to act as a second administrator of the DiliTrust Exec Board portal, including generating portal agendas, managing documentation and ensuring it is up to date; managing users and room access; and sending alerts/notifications from the portal as required.
- Responsible to provide support and assistance in updating and/or maintaining electronic and physical corporate minute book records.
- Responsible for assisting in determining Director availability and scheduling Board/Committee meetings as needed for E1 and its subsidiaries.
- Responsible for assisting in preparing annual work plans, agendas, memos, minutes, and reports for Member/Board/Committee and Advisory Group meetings, as required.
- Responsible for assisting in reviewing advanced materials, ensuring completeness and accuracy, and appropriate formatting of documents.
- Responsible for assisting with the annual process related to the completion of Code of Conduct acknowledgments and Finance Committee declarations of independence, and other Director-related acknowledgments, as needed.
- Responsible for maintaining the Board's ICD corporate roster/membership renewal; and assisting in circulating information to Board members on Director training opportunities, including registering Directors for approved training courses/programs as needed.
- Responsible for assisting in managing expenses related to the Board's budget, including coding invoices, obtaining appropriate approvals, and completing credit card reconciliations.
- Responsible for assisting in maintaining confidential physical and electronic corporate records for the Office of the Board of Directors, including Board/Committee in-camera materials/documents as required.

What Will Help You Succeed?

- Recognized legal assistant, paralegal program or office administration program, or equivalent combination of education and work experience.
- Minimum of 3 years experience as a legal assistant/ paralegal or office administrator.
- The ideal candidate would have prior corporate governance experience this would be considered an asset.
- The ideal candidate would have excellent organizational and time management skills.
- The ideal candidate would have excellent attention to detail while managing multiple and competing priorities.
- The ideal candidate would have professional communication and interpersonal skills.

- The ideal candidate would have demonstrated the ability to maintain a high degree of confidentiality, diplomacy, and discretion.
- Excellent technical skills with high proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel, SharePoint, and Teams).
- Experience with Board Portal systems would be considered an asset.

What to expect in your first several weeks on the job:

In the first week, expect to:

- Introduction to the team, the organization, and mandate. Introduction to Board Processes
- Begin orientation and onboarding.

In the first month, expect to:

- Perform core duties with limited support.
- Continue to learn more about the organization and the Board processes.
- Continue onboarding.

In the first three months, expect to:

- Perform core duties independently.
- Establish a performance and development plan with your manager.

If you do not have all of the qualifications listed above, we encourage you to apply anyway!

If you would like to be considered for this opportunity, please submit your resume and cover letter, clearly articulating how you meet the above-noted qualifications. Applications can be submitted in confidence to Nicole Durdle at the link below. The application deadline is July 21st

https://easyapply.co/job/governance-coordinator?rcid=governance_professionals_of_ca

