



Position Title: Corporate Secretary and Manager; Corporate Services

Location: Toronto, Ontario

About SHSC:

The Social Housing Services Corporation (SHSC) is a non-profit, independent corporation that works with social housing providers and municipalities to help them excel at managing housing assets through services and programs in insurance, natural gas purchasing, research, training and performance indicators.

SHSC has three subsidiary companies:

SHSC Financial Inc. manages the Social Housing Investment Program. The Program enables the effective investment of capital reserves and operating dollars invested by housing providers in Ontario. The Program offers a range of investment funds and educational resources. As of Dec 31, 2008 more than 800 housing providers had invested \$350 million in our funds.

GLOBE Inc. is leading the greening of the social housing community. GLOBE helps social housing providers and residents to minimize their environmental footprint and use energy more efficiently. Partnering with government and the private sector, GLOBE delivers resident engagement, training, energy audits and support services to make the world of energy easier to navigate.

SoHo Insurance Inc. an insurance brokerage that addresses the needs of Ontario's social housing community. SoHo is a licensed insurance brokerage that sub-brokers an insurance program with 680 housing providers and \$15 million premium.

Position Overview:

The **Corporate Secretary** will act as the staff lead on the development and implementation of a sound governance framework for the Corporation and its subsidiaries.

Duties/Responsibilities:

- Develop, manage and administer the legal, policy and procedural framework governing the operation, proceedings and accountability of the Boards of Directors of the Corporation and its subsidiaries
- Act as the Corporate Secretary to the Board(s) of Directors and Committees of the Board(s)
- Responsible for the maintenance of corporate records and preparing associated filings
- Manage a team to ensure that all board materials are professional, distributed on time and that action items coming out of Board meetings are well communicated and responded to
- Ensure the integrity of the Governance Framework between SHSC and its subsidiaries
- Ensure communication of Board activities and decisions across departments
- Provide advice to the Board and senior staff on governance related initiatives
- Responsible for advising staff on new or amended legislation and regulations which may impact upon on the operations of the Corporation or that of its subsidiaries
- Act as a strategically-minded corporate officer within the organization
- Develop structures and processes which reflect the Corporation's objectives with regard to social enterprise, leadership and transparency

**Required Knowledge and Skills:**

- Proven ability to meet tight deadlines while ensuring high quality work standards
- Ability to exercise sound judgment in regards to setting priorities and handling client requests
- Proven ability to effectively handle confidential materials / issues
- Demonstrated excellent writing and proofreading skills combined with a high degree of accuracy and attention to detail
- Proven ability to be proactive and effective with minimal supervision
- Exceptional inter-personal skills and diplomacy
- Proven ability to foster strong relationships at the Executive and Board level
- Superior proficiency in Windows-based office software applications (such as MS Word, Excel, PowerPoint, Outlook)
- Strong problem solving, critical thinking, and analytical skills required to manage a variety of projects and work well with short deadlines
- Outstanding time management and organization skills

Required Experience and Education:

- Minimum 5 years experience as a corporate secretary for an OBCA incorporated entity.
- Thorough understanding of reporting requirements under the Ontario Business Corporations Act.
- A comprehensive understanding of current and emerging trends in corporate governance and board policies is desirable
- Legal or paralegal educational experience is desirable

How to Apply:

To explore this opportunity please send your cover letter and resume to humanresources@shscorp.ca on or before April 30, 2009.

For more information about SHSC please visit our website at www.shscorp.ca.

SHSC thanks all those who apply, however, only candidates selected for an interview will be contacted. Social Housing Services Corporation is an equal opportunity employer.