

Committee Administrative Secretary

Division:	Legal Services
Location:	Downtown Toronto, Ontario
Address(es):	931 Yonge Street
Affiliation:	Management & Exempt
# of Vacancies:	1
Vacancy Type:	Full-time Permanent
Minimum Salary \$:	53,042.91/year
Maximum Salary \$:	64,661.83/year
Grade:	4
Work Details (Days/hours):	36.25 hour per week, Monday - Friday
Existing or New:	Existing
Posted Date:	March 2, 2016
Deadline to Apply:	March 17, 2016

About Toronto Community Housing Corporation

Toronto Community Housing Corporation (“TCHC”) is Canada’s largest social housing provider. We provide homes to 58,500 households with low and moderate incomes, in some 350 developments across the city. Our residents include seniors, families, singles, refugees, recent immigrants to Canada and people with special needs. Our resident population reflects a broad diversity in terms of age, education, language, sexual orientation, mental and physical disability, religion, ethnicity and race, as well as increasing diversity in lifestyles and values. Our 1,600 employees work to achieve our vision of better homes, better neighbourhoods, and a better Toronto for all.

Description

Do you see yourself working for one of the largest social housing providers in North America that is dedicated to improving the lives of its residents? Are you a detail-oriented, organized administrative professional who is interested in an opportunity to provide administrative support to Board Committees and senior executives? If this sounds like the right fit for you, send us your resume!

We are currently looking for a Committee Secretary to provide corporate maintenance and oversight of the three (3) Board Committees and two (2) Subcommittees. In this role, you will have the opportunity to organize, coordinate and facilitate meetings for all the Board Committees, including preparing meeting schedules, notices, agendas, materials and logistics and you will also be responsible for recording, composing and

distributing accurate minutes in a timely and professional manner. As the Committee Secretary, you will also be responsible for maintaining corporate and historical records, Committee meeting minutes and related Board and Committee information.

What you'll do

- Record and compose accurate Committee minutes for distribution to the Committee members and corporate filings:
 - Attend all Committee meetings
 - Draft Committee minutes for legal review in the required format
 - Present the final adopted minutes to each Committee Chair and Assistant Corporate Secretary for signatures and then file them in the respective committee minutes books
- Prepare the agenda and meeting materials for distribution to the Board members prior to each Committee meeting and distribute same.
- Maintain corporate files:
 - Record all the final reports in an Excel master file for report number tracking
 - File the final signed reports and minutes for each Committee meeting in the Committee Minutes Book
- Provide general administrative support:
 - Maintain a master list of attendance of Board members at each committee meeting for purposes of payment and expense reimbursement
 - Ensure all meeting logistics are in place for each Committee meeting, such as room booking and confirmation of attendance
 - Schedule and manage all Committee meeting appointments and coordinate ad-hoc meetings as required
 - Liaise with Toronto Community Housing residents and provide them with information as per their requests
 - Update the Committee report templates as necessary
 - Provide updates for the external website with respect to all Committee meetings
 - Acting as backup to the Board Secretary and assisting with deputation registration as necessary
- Proof, edit, format, and on occasion compose reports, materials and correspondence for the committee chairs and senior executives.

What you'll need

- Post-secondary degree or diploma in a relevant field of study (law, business, or related program)
- 5+ years of corporate administrative experience
- Experience with Microsoft office programs, including Word, Excel, PowerPoint is preferred
- Experience in a law firm or in-house legal department is an asset
- Understanding of corporate governance principles is an asset

- Experience with board meeting procedures such as meeting minute taking and calendar management is an asset
- Strong verbal and written communication skills to compose correspondences and to effectively interact with various stakeholders
- Ability to work independently and with a team and build relationship with the Board and senior management
- Highly organized and task oriented
- High attention to detail

Toronto Community Housing job title: Committee Secretary

What's next

To apply to this opportunity please visit Toronto Community Housing's career page here: <http://www.torontohousing.ca/careers> and apply to job requisition # 285.

Once you apply, we'll review your resume to determine if your skills and experience match the qualifications for the role and only qualified candidates will be contacted for next steps. If you move forward, the process may include an interview, written/practical test, and reference check.

All employees that meet the minimum qualifications outlined in the What you'll need section are invited to apply for this posted position. For unionized roles, priority consideration will be given to qualified candidates who belong to the bargaining unit of the posted position.

When submitting your application/resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting. You can update your profile at anytime, but please note that only application information submitted prior to the deadline to apply will be accepted.

Accessibility for Applicants

Toronto Community Housing is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.

We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005, and Toronto Community Housing's [Accessibility Policy](#).

If you are a person with a disability and need the job posting in an alternative format or any other accessible accommodations during the hiring process, please email your request to our Human Resources department

at accessibility.hr@torontohousing.ca. Please refer to the job requisition number when you contact us.