

# Project Manager, Governance

Location: **Head Office**

Job Code: **1079**

Closing Date: **05/02/16**

Employment Status: **Full time**

Company: **Mountain Equipment Co-op**

Address: **1077 Great Northern Way, Vancouver BC, V5T 1E1**

## Position Overview:

Governance looks after our Co-op. We focus on good governance and create connections with members and the Board. We also openly admit to getting excited about policies, rules and elections.

As the Project Manager, Governance, you'll provide high-level tactical and project support to the Chief Governance Officer (CGO) and the Board of Directors (BOD), as well as MEC's corporate communications function. Note that this is not an IT project management role.

You'll work with an inclusive, hands-on, collaborative group that connects people with quality products to encourage active outdoor lives. You'll always be learning, and there's a good chance your co-workers will inspire you to try something new, like riding in a Fondo, bouldering or paddleboarding.

## What you do:

- Provide project and research support to the Governance Office.
- Provide support to MEC's corporate communications function.
- Work with the Governance Office Coordinator to coordinate all Board and candidate related material and activities for the annual election.
- Coordinate MEC's Annual Report, Annual General Meeting (AGM) and Director Election Process.
- Provide high-level writing and administrative support relating to the BOD, including direction and coordination of director orientation, training and development processes.

## What you bring:

- A post-secondary education in Business, Project Management or equivalent.
- 5-7 years' experience in a governance, or corporate communications role or equivalent.
- Exceptional stickhandling skills, with ability to oversee and lead complex and cross-functional efforts successfully from conception to completion.
- You can handle many tasks at the same time and meet deadlines, while keeping cool
- Exceptional communication skills. This goes for both speaking and writing
- You're approachable, positive and enthusiastic
- You always dot your i's and cross your t's.
- A good team player attitude, even when things get a little crazy. But you're just as comfortable working solo.
- You're flexible, adaptable – you love doing something new and differen
- Savviness with Windows, Excel, Word and Outlook
- Tact and diplomacy. You know when to keep things confidential, and when you can share news with the world
- You're available to work the occasional weekend when required (with advance notice)
- You're stoked on something: you love to build trails, log miles, organize hut trips, lean into corners, climb splitters or do something outside every day.

**Bonus points if you...**

- Have experience working with a Board of Directors or other significant exposure to governance concepts.
- Have experience in issues management and/or corporate reporting

**How to apply:**

Interested candidates are asked to apply on our website only. Please visit <http://www.mec.ca/workinghere> to set up a profile, apply for this position or browse through current job postings at MEC. Only applications received through our website will be considered. We thank all applicants for their time and interest in MEC, but will only contact those selected for an interview. Deadline to apply is February 5, 2016

**About MEC**

A retail co-operative, MEC exists to enable and inspire Canadians to live active outdoor lifestyles, supporting activities such as climbing, hiking, snowsports, watersports, cycling, running and yoga. Well known for selling high-quality products that offer great value, MEC employs outdoor enthusiasts who possess a strong service ethic to provide its members with an authentic and accessible customer experience. MEC has more than 3.75 million members across Canada, whom it serves through 17 stores in 6 provinces and [www.mec.ca](http://www.mec.ca). An individual lifetime membership in MEC costs only \$5.

*We've described the essentials of what it takes to make things happen in this role. We strive to make it possible for people with disabilities to succeed here too, so if you have a disability, let us know what extra support you need, and we'll make reasonable accommodations.*

**Contact details:**

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HR, Recruitment Administrator

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