



JOB POSTING

SPECIALIST, GOVERNANCE, MEMBER SERVICES & LEGAL

Be part of building a national brand. Headquartered in Toronto, the Canadian Olympic Committee (COC) is a national, private, not-for-profit organization committed to high-performance sports excellence. We are the largest private supporter of high performance sport in Canada and we are responsible for all aspects of Canada's involvement in the Olympic Movement, including the participation in the Olympic and Pan American Games.

Reporting to the General Counsel and Corporate Secretary, the Specialist, Governance, Member Services & Legal supports the Governance and Legal functions of the Canadian Olympic Committee (COC) and provides executive administrative support to the General Counsel and Corporate Secretary.

LOCATION

This position will be located in the COC office in Toronto, ON at 250 Yonge St. Suite 3000.

CORE RESPONSIBILITIES AND PRIORITIES

Office of the General Counsel and Corporate Secretary

- Governance
- Contract Management
- Budget & Expenses
- Scheduling
- Correspondence
- File Management
- Travel

Governance & Member Services

- Membership
 - Maintain Session membership database by class
 - Ensure information on Members' Site and Olympic.ca website is up to date
 - Maintain distribution lists related to Board, Session, and Committees
 - Draft and coordinate appropriate Notice of Meeting and invitations for all Member Classes in accordance with By-Law
 - Responsible for registration logistics for Session meetings
- Board and Session Meetings
 - Maintain Calendar of Meetings – 2 years out
 - Working with Events Team, establish hotel, activities, community engagement, and other meeting requirements, including, ensuring room requirements for Board/Session/Committees are met and meeting logistics are coordinated
 - Assist with the agenda drafting and sign off



- Coordinate meeting material compilation, approval and distribution on the Members' website & Board portal
- Maintain up to date list of Olympic Supporters
- Track attendance
- Committees
 - Maintain up-to-date Committee master list
 - Committee Portal: Upload meeting material before each meeting and ensure information on the Resource Centre is up to date
 - Track attendance
 - Coordinate travel and meeting logistics for the Nominating and Governance and Ethics Committees
 - Assist with the preparation and other matters for the Nominating Committee and Governance and Ethics Committee meetings, as requested
- Board of Directors
 - Provide 'concierge desk' services
 - Assist with the agenda drafting and sign off
 - Coordinate meeting material compilation, approval and distribution on the Board Portal
 - Board Portal: Upload meeting material before each meeting and ensure information on the Resource Centre is up to date
 - Assist with the preparation and other matters for the Board meetings, as requested
 - Support tracking of Board decisions and follow up action items from Board meetings
 - Coordinate clothing program & Games logistics for Board
 - Coordinate other COC travel/logistics for Board, as required
- Governance
 - Support and enable ongoing compliance with regard to governance matters by identifying compliance issues; recommending and implementing good corporate governance practices and effective Board management
 - Maintain electronic master files for Board / Session Meeting materials and minutes
 - Maintain electronic master files for Committee minutes

Legal Services

- Complete basic legal documents for final review by internal legal counsel based upon templates or examples, including basic commercial agreements
- Check and edit legal forms and documents for accuracy
- Read and understand basic commercial agreements, and effectively communicate contents to appropriate staff
- Review and monitor new and updated laws and regulations in relevant legal fields
- Organize, scan and file legal documents, records and related files
- Organize and track legal project files
- Assist with maintaining company intellectual property portfolio
- Perform legal and factual research, as needed
- Prepare written reports and correspondence, as needed

Other

- Assist with the creation and ongoing tracking against the budget



- Reconcile Board, Session and Department costs against budget
- Provide administrative support, including document creation, information organization and expense reports
- Minute taking at Board/Committee meetings, as needed
- Other duties may be assigned, as needed

QUALIFICATIONS AND CRITICAL SKILLS

Education and Experience

- University or college graduation in related field
- Certificate in paralegal studies, or significant prior practical experience as a paralegal and/or legal assistant
- 3 - 5 years of governance/legal experience in a law firm and/or in-house legal department
- Sound knowledge of legal and governance principles, practices and terminology
- Previous experience creating and managing budgets

Skills and Abilities

- High level of personal integrity and always presents a highly professional image – both internally and externally
- Exercises tact and discretion in dealing with sensitive and confidential matters
- Impeccable attention to detail and accuracy
- Proven organization and time management skills and the ability to respond to varied and often tight deadlines and effectively balance competing stakeholders and agendas with a focus on solutions
- Excellent interpersonal skills, with the ability to deal with colleagues, partners and stakeholders at all levels
- Excellent French and English communications skills, both verbal and written
- Able to work within and manage meetings within a budget
- Self-motivated, proactive and works well independently as well as collaboratively
- Self-assured, polished, flexible and works well under pressure
- Positive, solutions-focused attitude towards work and teammates
- Strong MS Office knowledge (Word, Excel, Power Point, Project, Outlook etc)
- Enjoys travel and can work flexible hours and on weekends especially for Board/Session meetings
- Enthusiasm for amateur sport and a healthy sense of humour
- Demonstrates and embodies the COC values of Accountability, Excellence, Fun, Respect and Bravery

COMPENSATION:

Competitive salary based on experience, excellent benefits package.

CONTACT:

Please send all cover letters and resumes by July 29, 2019 to applications@olympic.ca, citing the position title



in the subject line. No telephone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.

The COC is committed to ensuring our recruitment and selection processes and work environment are inclusive and barrier-free. Accommodation is available upon request for individuals taking part in all stages of our recruitment and selection processes. Please advise the recruiter to ensure your accessibility needs due to a disability are accommodated. Information received relating to accommodation will be addressed confidentially.