



COORDINATOR, PROGRAMS AND GLOBAL OPERATIONS

WOMEN IN GOVERNANCE

Women in Governance (WiG) is a not-for-profit organization with a mission to support women in their leadership development, career advancement and access to Board seats. WiG achieves its mission through Mentoring and Governance Training programs, hosting and partnering on events featuring prominent thought leaders and speakers exemplifying the value of women in leadership, as well as WiG's Parity Certification. The Parity Certification serves to help organizations increase the representation of women in sectors where they have historically been underrepresented, as well as in senior management positions. This innovative certification not only evaluates parity at the decision-making level of organizations but also assesses the organization's commitment to the implementation of mechanisms that enable women at all levels of its hierarchy to achieve career advancement, thus creating a pipeline of female talent.

www.womeningovernance.org

ROLE OVERVIEW

Reporting to the Senior Director, Global Operations, the Programs and Global Operations Coordinator supports the delivery of the operations program, including Parity Certification, Mentoring Program, and Governance Training.

KEY DUTIES AND RESPONSABILITIES

Mentoring and Governance Training

- Oversee the day-to-day operations of the Governance Training and Mentoring programs;
- Assist in the development and design of new programs and services, and enhancement of existing programs and services;
- Conduct specific research to ensure pertinence of Mentoring and Governance training programs;
- Ensure timely notification to finance department to ensure contracts, billables, and payables are done;
- Generate reports, store completed work in designated locations, and perform backup operation.

Parity Certification

- Assist in the development of database containing turnkey policies and programs surrounding DE&I;
- Create accurate spreadsheets, finetuning Reports and assessments;
- Assist in the preparation of Certification letters and Customized reports through the Certification process;
- Assist in the coordination and contribute to the smooth running of the various events and activities organized by Global Operations (workshops, Parity Forums, etc.);
- Organization of formal meetings and events, preparation of documents necessary for presentations, taking minutes of meetings, etc.;
- Using project management skills ensure the timely delivery of Global Operations projects;
- Assist in the onboarding of new members of the Parity Certification and Mentoring committees.

The above duties are representative but are not to be considered all-inclusive.



QUALIFICATIONS AND REQUIREMENTS

Education

Bachelor's degree or equivalent experience in a related field (e.g., human resources, gender studies).

Knowledge, Skills, and Abilities

- Highly self-directed with the ability to work in the face of ambiguity;
- An ability to manage long-term engagements with multiple project tracks and teams, as well as a firm command of project management processes and methodologies;
- Strong analytical skills along with experience in metrics and quality assurance processes Is detail-oriented, can multitask easily and have excellent organizational skills easily adapt to a changing environment;
- Autonomous, resourceful and can operate under minimal supervision;
- Bilingualism – excellent spoken and written French and English;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), specifically advanced Excel skills;
- Strong interpersonal and communication skills;
- Resourceful, flexible and organized and capable of managing priorities.

WORKING CONDITIONS

- Full-time position.
- Hybrid work environment, offices located near the Atwater metro station.
- Be available to participate in events outside of office hours.
- Starting date: as soon as possible.
- Compensation based on profile and experience.

HOW TO APPLY

Please send your resume and a cover letter to info@gestionjohanneberry.com.

Only selected candidates will be contacted.

We encourage applications from people who have been historically under-represented, including candidates who identify as Indigenous, racialized, disabled, women, and/or LGBTQ+.