



Governance Support & Board Liaison, Corporate Division *Edmonton Economic Development Corporation*

Position Profile

Edmonton Economic Development Corporation (EEDC) cultivates the energy, innovation and investment needed to build a prosperous and resilient Edmonton economy.

EEDC staff embody the five cultural values of the organization; **Public Stewardship, Selfless Approach, Lead The Way, Make An Impact, and Caring For One Another.** Our people are city builders who embody the spirit of EEDC and Edmonton; open, inventive, courageous, cooperative and willing to take a risk. ***In recognition of this work and focus on our people and culture, we were recently recognized as one of Canada's Most Admired Corporate Cultures.***

The Corporate Division is the glue that holds EEDC together, providing Finance, Information Technology, Human Resource, Communication, Market Intelligence, Administration and External Relations services to all EEDC divisions. This division is the foundation of the organization and the guiding principle for Corporate Services is to drive efficiencies and innovation for all processes and systems within the organization.

We are in search for an expert who is part corporate governance wizard, administrative guru, strategic thinker and accomplished communicator. If you are forward-thinking and constantly reviewing and prioritizing governance matters, managing relevant types of information and independently providing the necessary follow-up and communication to such matters on behalf of Board of Directors, Board Chair, and CEO, we want to speak with you.

Job Details

Reporting to the Vice President of Corporate Communications, this role will be responsible for providing governance support to the Board of Directors and related Committees of EEDC. This role represents the interests of the Board of Directors and Board Chair through effective communication; influencing and persuading internal and external stakeholders and customers in a professional and respectful manner.

A major function of this role is the ability to be forward thinking and constantly review and prioritize governance matters, manage relevant types of information, and then independently provide the necessary follow-up on behalf of the Board of Directors, Board Chair and CEO.

The successful candidate will be responsible for providing Executive Governance support to the Board of Directors to ensure the efficient administration and operation of the Board and its Committees, in compliance with the Articles of Association, including:

- Creating well-designed and accurate Board, Committee, Annual General Meeting agendas, minutes, briefing notes, policies, reports and more
- Providing governance expertise to the Board and its committees
- Managing, or directing, as appropriate, incoming inquiries pertaining to the Board and then responding in a timely manner, escalating or redirecting as appropriate
- Planning, organizing and executing on all Board meetings and events

The successful candidate will have:

- Post-Secondary degree in Political Science, Public Relations or another related field
- Minimum of 3 years of senior executive support and office management experience, including significant governance knowledge and expertise
- Exceptional ability to maintain a professional outlook, while handling numerous tasks in a highly demanding, constantly-changing environment
- Proven analytical and operational strengths with ability to think tactically and strategically
- Excellent verbal and written communication skills in support and representative of the needs of the CEO, Board Chair and Board of Directors and the organization
- Excellent judgement, tact, and political acumen and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Proven time management skills with the ability to prioritize assignments in a manner that optimizes Board and Committee effectiveness and contributes to organizational success
- Self-starter who handles fast deadlines, ambiguity, and pressure with humour and grace

If this opportunity sparks your interest and highlights your strengths, we want to hear from you! Please submit your detailed cover letter and resume outlining your key accomplishments, skills and abilities by **October 14, 2018**. [Click here](#) to register on our applicant tracking system and submit your resume.

