

**JOB POSTING**  
**CORPORATE SECRETARY & EXECUTIVE ASSISTANT**

**THE ROLE**

We are looking for an experienced, organized and highly professional Corporate Secretary and Executive Assistant to provide administrative support to the President & CEO and the Board of Directors for Hamilton Community Foundation.

The primary responsibilities include managing the day-to-day operations of the President & CEO, which includes scheduling all meetings and travel arrangements, internal and external correspondence, and human resources process support as required.

This role is also responsible for recording, transcribing and writing professional-calibre meeting minutes, and governance planning. This includes progress tracking on the organizational governance calendar, collaborating with senior management to develop board and committee agendas, meeting and venue logistics, and preparing and distributing all meeting materials for regularly occurring board and committee meetings and AGMs.

**WHAT WE'RE LOOKING FOR**

You are an experienced executive assistant and have a background in supporting governance and board effectiveness. You are also a measured communicator with well-developed verbal and written communication skills who can build positive and productive relationships with a wide range of stakeholders from community representatives to senior-level executives.

In addition, you operate with a high level of discretion and are a calm problem solver. You love being part of a small but mighty team but can also work independently.

To be successful in this role, you are uber organized and can effectively manage multiple, competing priorities as well as time-sensitive requests for information from a variety of stakeholders.

**WHERE YOU ARE NOW**

Ideally, you have the following qualifications:

- 5 to 7 years of relevant experience. Knowledge of legal and regulatory requirements and day-to-day governance standards, such as Imagine Canada compliance. Formal corporate secretary training and certification is a bonus.
- Intermediate level Microsoft Office skills, especially Excel, Word, and Power Point.
- Knowledge of the Hamilton community and its charitable landscape, or willingness to learn.

# HAMILTON COMMUNITY FOUNDATION

**Job type:** Permanent, full-time, hybrid work environment

**Hours:** Monday-Friday, 8:30am-4:30pm

**Salary Range:** \$55,000 to \$65,000, commensurate with experience, plus benefits. Throughout the process, we'll learn more about your skills and experience, which will help us determine your starting salary based on what you bring to the team.

## APPLICATION INSTRUCTIONS

1. Deadline is Monday, June 6th, 2022

2. Please submit an up-to-date resume with cover letter to [hcfjobs@pollinate.net](mailto:hcfjobs@pollinate.net).

In your cover letter, please answer the following questions:

- Why would you like to work for Hamilton Community Foundation?
- What do you enjoy most about being a Corporate Secretary & Executive Assistant?

**Please Note:** Fraudulent employment offers are on the rise. While we post on legitimate job sites such as LinkedIn, Indeed, Charity Village and the Association of Administrative Professionals, sometimes postings on those sites are copied by job scammers and used to make fraudulent offers. We work with recruiting partners who may be in contact to schedule interviews, but we never make job offers through third-party providers. A legitimate job offer will always come from a Hamilton Community Foundation employee and branded email address. If you have any questions or concerns about communication you have received on behalf of Hamilton Community Foundation, please reach out to our recruiting partner at [hcfjobs@pollinate.net](mailto:hcfjobs@pollinate.net).

## ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF)'s vision is a vibrant, diverse and inclusive Hamilton and our mission is to drive positive change by connecting people, ideas and resources. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year HCF gave 918 grants to 344 charities, totalling \$13.2 million and provided loans of \$11.9 million to charities and non-profits across Hamilton.

HCF is part of a network of close to 200 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community.

# HAMILTON COMMUNITY FOUNDATION

*Hamilton Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We encourage applications from diverse populations and equity-seeking groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.*

*As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF prior to your start date. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as a condition for ongoing employment.*