

Job Description

**Title:** Executive Coordinator (bilingual)

# Summary:

In close cooperation with the TIP team, project associates and clients, the Executive Coordinator contributes to the development and execution of TIP’s strategic and operational functions. The incumbent collaborates effectively with CEO, Project Managers, Process Managers, Program Managers, Coordinators, and other relevant team members on activities related to stakeholder engagement, resource and toolkit development for the Employment Equity Partnership and Youth-led Community of Practice programs, and the Racial Equity, Diversity and Inclusion (REDI) process.

The Executive Coordinator will work with professional maturity and sound judgment to coordinate executive functions for CEO and organization. You will provide efficient, effective, and confidential support in achieving the goals of the organization through effective communication and relationship management. The incumbent will support the design of high quality, bilingual communications, and proposal/report drafting to support TIP’s vision.

**Responsibilities:**

1. Attend meetings with existing or prospective clients, partners, and associates, in support capacity with CEO for interpretation, awareness or action for further prospects.
2. Distribute approved materials, documents, and information from CEO to project and administrative staff and external stakeholders.
3. Manage CEO’s schedule for strategic engagements and handle administrative tasks related to coordination and high-level coordination for meetings and event or program related activities.
4. Follow up on inquiries and requests for proposals, information, quotes, or services on TIP’s programs and REDI process and provide bilingual support to different team members.
5. Support the development of the strategic engagement plan for the Employment Equity Partnership and guide stakeholders’ outreach for the Youth-led Community of Practice.
6. Support bilingual translation of selected communication resources for TIP’s (social media posts, blogs, communication materials for brochures, flyers, website).
7. Work closely with the Research Director, Senior Process Manager and project team to support timely and excellent delivery of REDI projects to clients, partners, and other stakeholders.
8. Support project coordination through oversight on project timelines, manage relationships (client, associates, staff etc.), and maintain excellent standards through effective communication, editing, proofreading and other related functions.
9. Curate and develop reports, presentations, backgrounders, and other communication resources for CEO’s presentations and/or public engagement functions. Manage CEO’s social media profile and public speaking functions.
10. Maintain schedule of public speaking functions for CEO and work with the Project & Research Coordinator/Associate develop key messaging for engagement with multi-level stakeholders.
11. Support marketing, operations, revenue generation and communications efforts via interpretation and translation as requested and promote TIP’s REDI process among wider stakeholder networks across Canada.
12. Any other duties assigned by CEO.

Consideration will be made for an Executive Coordinator, based on experience. Salary will be negotiated based on experience.