



Position Title: Administration & Governance Coordinator

Grade: D

Reports to: Director: Finance, Administration & Human Resources

Duration of Contract: Three-year term

Location: Burnaby, British Columbia

Commonwealth of Learning (COL) helps governments and institutions to expand the scale, efficiency and quality of learning by using new approaches, appropriate technologies, and open and distance learning methodologies. Headquartered in British Columbia, Canada, COL promotes innovation and works with Member States to facilitate learning in support of sustainable development. It is financed by voluntary contributions from Commonwealth governments.

Overview of Functions:

The Administration & Governance Coordinator provides assistance to the Director: Finance, Administration & Human Resources in areas of responsibility while exercising significant discretion and judgement. The Coordinator is responsible for the efficient and effective logistical support in general administrative functions as well as in governance.

Duties and Responsibilities:

- Provides administrative support to the Director in assigned activities which includes organising meetings and other events, booking and setting up of venues and circulation of briefing materials; assists in establishing and managing processes and systems; files and retrieves information in accordance with sound administrative principles and COL's requirements.
- Brings meetings, issues, deadlines and all other matters to the attention of the Director in a timely manner and responds to routine enquiries and requests while working within established parameters when preparing responses on complex matters; tracks and collates information and provides support in analysing data to prepare draft reports.
- Provides support for the Board of Governors and its Committees by organising the logistics of meetings, drafting agendas, coordinating the preparation and circulation of Board papers in a timely fashion, maintaining board records, and monitoring action items for necessary follow up; maintains Board membership terms and contact details and prepares briefing packages for new members.
- Supports human resource processes including recruitment, onboarding, and relocation as well as maintains and updates related HR information as needed; coordinates protocol matters for international staff and accompany family members regarding passport information, official acceptances, etc. and liaises with official bodies as required.
- Helps to assure adherence to policies and procedures and updates and oversees relevant master tracking logs; ensures that agreements are in ready format for the appropriate approving officer; issues and files all approved contracts and tracks the flow of the agreement files providing follow up notices when required.
- Oversees general office functions such as maintenance, scheduling reception relief, purchasing office supplies and arranging company-related functions and develops sound working relationships with a range of related suppliers, property management, etc.
- Performs other duties upon request.

Direct Reports: There are no direct reports in this position.

Qualifications and Experience:

Qualifications	Experience
<p><i>Essential</i> Undergraduate degree in a related area.</p> <p><i>Desirable:</i> Postgraduate degree in Business Administration, Human Resources, or related area.</p>	<p><i>Essential</i> Five or more years work experience in a range of administrative roles supporting a senior level manager.</p> <p>Some experience in governance administration.</p> <p>Ability to network with people and organisations internationally using both inter-personal skills and technologies.</p> <p>Excellent information and communication technology (ICT) skills to organise and track various activities.</p> <p><i>Desirable</i> Work experience in government, an educational institution or not for profit setting</p>

Skills and Competencies:

- **Communication and Team Orientation** – Ability to communicate both verbally and in writing with a wide network of contacts in a clear and concise manner that displays sensitivity to ethnic and gender issues. This includes good drafting skills for organisational and communication related activities along with the ability to communicate and work with others, both within and outside of COL, by promoting co-operation and collaboration to achieve collective outcomes, gathering, sharing and disseminating information with others, and appropriately giving and being open to feedback from team/co-workers.
- **Influence and Diplomacy:** Ability to exercise professional judgement and demonstrate discretion and confidentiality as well as diplomacy while representing COL’s interests.
- **Online Productivity Tools** – Skills to use online productivity tools at an advanced level to create, retrieve, store and exchange information and with the ability to learn and adapt to new systems with ease.
- **Project Coordination** – Ability to organise, prioritise and complete multiple assignments simultaneously within an appropriate time frame in a manner that efficiently utilises resources and optimises efficiency while maintaining high standards of quality and accuracy; shows persistence in overcoming obstacles; and ensures follow-through to desired results.
- **Planning and Organising:** Ability to implement policies, procedures and plans to help COL achieve its overall goals.

Personal Attributes:

- Commitment to COL and its ideals, notably to the role of learning as the key to sustainable development and to the capacity of technology to enhance that role.
- Ability to work collaboratively in a multicultural environment, where integrity and respect for diversity are expected.
- Demonstrates professionalism through provision of quality services, responsiveness and compliance with organisational policies and procedures.

COL Headquarters is located at 4710 Kingsway, Suite 2500, Burnaby BC Canada V5H 4M2