



MULTICULTURAL & IMMIGRANT SERVICES ASSOCIATION OF NORTH VANCOUVER ISLAND (MISA)

JOB TITLE: MISA Board Executive Support

LOCATION: Campbell River or Courtenay

REPORTS TO: Executive Director

WORK HOURS: 3 days per month with 7 hours each day (up to 10 months). This can be a hybrid role. All Board meetings and events require in-person participation.

COMPENSATION: \$35.50 to \$40.00

POSITION SUMMARY: Reporting to the Executive Director, the Board Executive Support is key support to the Executive Director and the Board of Directors. The position is responsible for supporting the governance of the organization, this means assisting the Executive Director on coordinating the confidential activities of the Board of Directors.

CORE COMPETENCIES:

- Excellent written and oral communication skills
- Thoroughness and attention to detail
- Excellent time management
- Critical & strategic thinking & problem solving
- Advanced knowledge of Microsoft office
- Relationship building skills
- Ability to maintain confidentiality
- Understanding of Not-for-Profit governance and administration

KEY DUTIES AND RESPONSIBILITIES:

Support to Executive Director

- Provide administrative support for governance activities, including supporting the development and review of governance policies and processes; supporting the recruitment and appointment of new Board members; devising and supporting orientation materials, and supporting the development, implementation, monitoring and improvement of the governance framework.

- All document preparation for board meetings including setting agendas, coordination of schedules, attending Board meetings, follow up with minutes, and policy updates.
- Develop the Annual Board Workplan, and Budget.
- Oversee preparation of the Annual Report and Annual General Meeting.
- Support the ED with the process of Strategic Planning on a 3-year cycle.
- Maintain Board documentation with regular updates in Board policies on the Board portal.
- Maintain Society Filings with CRA, and file AGM and bylaw changes with the Societies Registrar, and relevant provincial government agencies.
- Conduct research and collection of background information on issues of relevance to the Board including environmental scans in the Settlement Sector.
- Support the Onboarding and orientation of new Board members with the Board Manual.
- Invest in building long-lasting relationships with all Board members.
- Maintain digital and hardcopy filing systems for timely access of all Board documents.

Support to Board of Directors

- Act as a liaison and provide support to the Board of Directors in collaboration with the ED.
- Develop and maintain internal working calendar for Board of Directors (workplan).
- Support Board and Committee meetings as required, ensuring smooth logistical and other arrangements – including convening and attending meetings, minute-taking, and ensuring actions are communicated and taken forward by the appropriate people.
- Develop, compile, and distribute reports and presentation materials as required.
- Ensure Board documents are updated and respond to Board requests for materials in a timely and appropriate manner.
- Coordinate and process expense and mileage claims. Coordinate Board related invoices with finance and administration staff, including coding of invoices and expense claims.
- Submit annual (or as required) changes in Board membership for appropriate government and organizational reporting purposes.
- Coordinate the preparation of the Annual Report and the Annual General Meeting on behalf of the Board including preparation of AGM agenda, motions, minutes and ensuring appropriate notification to members.
- Maintain digital and hardcopy filing systems for timely access of documents.

QUALIFICATIONS:

Required

- Minimum 3 years' experience in a not-for-profit setting.
- Minimum 2 years' experience in an executive and/or board support position.
- Post-secondary training in office or administrative management.

- The individual must have a valid BC driver's license and reliable vehicle.
- The individual must have a satisfactory vulnerable sector criminal record check

Preferred Skills, Knowledge and Experience

- Knowledge of community resources and key players.
- Knowledge of the Settlement or Immigration sector.

This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours and / or outside the organization's facilities depending on the schedule of workshops, activities and events.

How to apply

Applications must include a cover letter and resume detailing how you meet the requirements of this position and why you want to join the Immigrant Welcome Centre team. Incomplete applications will not be accepted.

Please submit applications to careers@immigrantwelcome.ca

Thank you for your interest in joining our team. Please note we do not accept phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!