



The Calgary Police Foundation is accepting resumes for the following position. The Calgary Police Foundation offices are located at the Calgary Police Service Headquarters at 5111 – 47 Street NE.

## **Executive Coordinator Reporting to the Executive Director**

The position works a base of 32 hours per week, Monday thru Thursday. Some flexibility in hours is required, including occasional evening and/or weekend work. A comprehensive benefits package is included.

Interested candidates are requested to email their resume to [Foundation@CalgaryPolice.ca](mailto:Foundation@CalgaryPolice.ca) . Please include annual compensation expectations. The application date closure is May 7, 2018 at 4:00 pm.

### **About the Calgary Police Foundation**

The Calgary Police Foundation (CPF) was established to partner exclusively with the Calgary Police Service (CPS). It works to secure \$2M annually to fund six youth-based programs that reduce youth victimization and criminal activity. The programs focus on education, prevention and early intervention and help ensure Calgary is a safer place for all to live and raise our families.

### **Position Overview**

The role of Executive Coordinator (EC) will be to provide administrative support to the Executive Director (ED) and assist the CPF team. The EC will serve as the point of contact for internal and external parties on matters pertaining to the Executive Director and team. The EC will liaise with the Board of Directors, with the Office of the Chief of Police, and with other stakeholders on behalf of the CPF. The EC will organize and coordinate executive outreach and external relationships; provide executive support on a variety of projects including annual donor reports, corporate records and related reporting; and support CPF special projects and events under the direction of the ED.

### **Duties**

#### ***Board of Directors***

- Prepare and distribute Board materials on behalf of the ED including backgrounders, briefing materials, meeting minutes, agendas and presentations.
- Attend evening Board meetings and coordinate telephone conferencing and presentations as required.
- Ensure that all aspects of Board activities are supported in a timely and professional manner, providing support for presentations and corporate reporting.

- Coordinate meetings for Board Committees: coordinate staff-prepared committee meeting materials for distribution, and make all arrangements such as venue, catering, technology requirements, and any other.
- Maintenance of the Board Minute Book.

### ***Program Related Matters***

- Prepare annual donor reports which require research and coordination with the six CPF funded youth programs: YouthLink, ISSP, MASST, YARD, Calgary Police Cadet Corps, and Power Play.
- Distribute invitations to program tours and manage all RSVPs.

### ***Administrative Duties***

- This position is the public face for CPF. This includes receiving and directing inquiries from donors and the general public regarding both organizations.
- Meeting room bookings and arrangements for CPF.
- Establish and maintain contact internal and external lists. Prepare confidential correspondence.
- Maintain the Operations Binder, including due dates and submissions of required filings. Examples include Annual Report and various government licenses, insurance, corporate and individual memberships, details of award nomination details, annual CPS events, online research
- Coordinate CPF logistical requirements with CPS units such as Technology and Fleet.
- Develop and maintain positive, professional relationships with CPS personnel, members of the Board, donors, volunteers and the general public, communicating relevant and accurate information.
- Implement and maintain a proactive strategy for distribution and management of workload during particularly busy times.
- Serve as liaison with departments within CPS as well as internal and external vendors.
- Assist the CPF team as follows:
  - monthly update to various displays within CPS building
  - monitor and maintain inventory of office supplies
  - reconciliation of corporate credit card which includes obtaining necessary approvals
  - Courier deliveries
  - maintain CPF vacation tracking and shared calendar
  - filing (digital and hard copy)
  - other responsibilities which may be assigned from time to time by the Executive Director.

### ***Qualifications***

- Post-secondary diploma or degree with five years experience in administrative roles *or* a High School Diploma with job related courses and a minimum of 8 years experience in an executive administrative/secretarial capacity.
- Strong communication skills – both oral and written.
- Experience in dealing with senior level executives.
- Advanced level with Microsoft Word and PowerPoint, and intermediate level Excel and Publisher.
- Attention to detail and excellent organizational abilities are critical to this position.

We are seeking an enthusiastic, hard-working professional who demonstrates the following competencies: attention to detail, communication, creativity, teamwork, relationship building, problem-solving, planning and prioritizing. A demonstrated ability to work proactively is also required.