



Canadian Bureau for  
International Education

## JOB POSTING

**POSITION TITLE:** Manager, Administration and Board Relations  
**SUPERVISOR:** President and CEO  
**DIVISION:** President's Office  
**LOCATION:** Ottawa

*\* This is a temporary position for a period of eighteen months (Maternity Leave Replacement)*

### **POSITION SUMMARY**

Reporting to the President and CEO, the incumbent provides administrative support to the President's Office, including coordinating meetings and events and liaising with internal and external stakeholders. The incumbent also serves as the primary point of contact between the organization and its Board of Directors and is responsible for planning, organizing and executing the Annual General Meeting (AGM) for the organization, as well as Board meetings.

### **RESPONSIBILITIES**

#### **President's Office**

- Coordinates the President and CEO's schedule, including communicating meeting dates/requirements with internal and external stakeholders and prepares background material for meetings, as required.
- Makes all travel arrangements for the President and staff travelling with the President through CBIE's travel agent or directly with airlines, hotels, and other travel agencies. Prepares travel claims and payment requisitions. Acts as liaison with other organizations in preparation of meeting itinerary and agenda. Prepares documentation relevant to trips such as visa requests, requests for travel funds.
- Coordinates all administrative work for the President's Office.
- Maintains CBIE's Lobbyist Registration.
- Serves as a liaison between the President and CEO and internal/external stakeholders.
- Manages relationships with key stakeholders, including Board members, Senior Internationalization Officers, senior officials at federal/provincial levels, partners, and employees.
- Undertakes desk research, as requested.



### **Board of Directors**

- Serves as the primary point of contact for Board members.
- Coordinates and manages all Board meetings, including scheduling, preparing agendas, drafting, and finalizing minutes and other documents with the support of members of the leadership team, and disseminating Board packages.
- Assumes primary responsibility for logistical arrangements of the Board meetings.
- Informs Board members of travel policy and directives, reviews and approves Board expense claims.
- Maintains up-to-date corporate records of Board activities, including meeting minutes, resolutions, and other official documents.
- Ensures compliance with CBIE's bylaws and CBIE's Board Governance and Policy Manual.
- Supports the development and implementation of governance policies and procedures.
- Manages all aspects of the Board of Directors nomination process, including preparation of documents for the Nominating Committee meeting, as well as issuance of the annual call for nominations to the CBIE membership.
- Prepares the orientation package for new Board members and supports the onboarding process.

### **Annual General Meeting (AGM)**

- Manages logistics for the AGM, including preparing and distributing notices to member representatives within the required time frame.
- Prepares the agenda for the AGM, takes detailed minutes of the meeting, compiles and distributes the document package to voting members.
- Communicates with Board members and key stakeholders regarding their roles and responsibilities during the AGM and prepares speaking notes with the support of members of the leadership team.
- Responds to inquiries from member representatives regarding the AGM.

### **Annual Conference**

- Oversees logistics for the annual Senior Leader's Summit, President and CEO's meetings with external stakeholders and other events, as required.
- Prepares and issues invitations and other correspondence relating to events.
- Compiles briefing documents for meetings.

### **Other**

- Plays a role in supporting CBIE corporate activities such as membership relations and other cross team projects and committees.
- Organizes and participates in regular staff meetings/events.
- Performs other duties as required.



## **QUALIFICATIONS**

- Bachelor's degree in Business Administration, Communications, Public Administration, or related field, and a minimum of 5 years of experience in a similar role.
- Excellent interpersonal and communication skills in both official languages (oral and written).
- Excellent writing skills, including preparation of professional documents.
- Ability to communicate with diplomacy, tact and judgment with Board members, senior officials, member institutions, government, partners, and clients from diverse cultures.
- Ability to take initiative, problem-solve and work independently.
- Ability to deal discreetly with confidential matters.
- Excellent attention to detail, organizational and planning skills.
- Ability to work under pressure and meet tight deadlines.
- Thorough knowledge of office procedures.
- Strong computer skills including MS Office Suite.
- Willingness to work additional hours on occasion.
- General knowledge of post-secondary education in Canada and/or international education would be an asset.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote/hybrid work arrangements. For general information on CBIE, visit our website at [cbie.ca](http://cbie.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 24-06 to [jobs@cbie.ca](mailto:jobs@cbie.ca) in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest, but only short-listed candidates will be contacted.

*We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender diverse communities and/or people with intersectional identities.*

*We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.*

**September 2024**