

## **Administrator, Office of the Chief Executive Officer**

Full time, Permanent

### **eCampusOntario**

eCampusOntario is a provincially funded non-profit organization that leads a consortium of the province's 53 publicly funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

## **Administrator, Office of the Chief Executive Officer**

### **Position Summary**

The Administrator, Office of the Chief Executive Officer provides effective and friendly support for the activities of the Governance and Strategic Communications department as well as the Office of the Chief Executive Officer.

Under the direction of the Manager, Governance and Strategic Communications, the position is a key member of the eCampusOntario governance secretariat. With a keen understanding of public sector and non-profit governance process, they perform organized and detail-oriented support for internal committees and the Board of Directors to advance stakeholder relationships and strategic initiatives.

In consultation with the Manager, Governance and Strategic Communications, the position consults regularly with the Chief Executive Officer to provide exceptional calendaring and executive support and helps coordinate the efficient operations of the department. As the first

point of contact for the office, the position will support positive relationships with internal and external stakeholders.

Working with the Strategic Communications team, the position helps advance the organization's communications and marketing strategies by supporting the efficient management of social media channels, organizational events and marketing initiatives.

## **Accountabilities, Duties and Responsibilities**

- Under the direction of the Manager, Governance and Strategic Communications, provide efficient and organized secretarial support for committees of the Board of Directors, organizational committees and other governance instruments and in support of the Office of the CEO
- Support positive relationships with member institutions, Board and committee members
- Under the direction of the Manager, Governance and Strategic Communications, support the business planning and reporting cycles of the organization as required
- Provide exceptional executive support for the Chief Executive Officer, preparing accurate and informative background notes, briefings, travel arrangements and other materials and calendaring support as required to support the daily activities and meetings of the CEO
- Manage detailed and organized filing and collaboration systems (digital and physical) for the Office of the CEO and the Strategic Communications department
- Support a relationship of reciprocity and collegiality between the Office of the CEO and the organization, acting as the first point of contact for the Office of the CEO and the department of Strategic Communications, including the monitoring of inquiry mailboxes and voicemail, answering internal and external inquiries in consultation with internal stakeholders as required.
- Lead the Social Committee of the organization and organize events that promote community and collegiality at eCampusOntario
- Provide efficient support for institutional events that maximize attendee experience, advance virtual learning communities of practice and build strategic relationships, including assistance with surveys, metrics and quality assurance.
- Support updates to the eCampusOntario corporate and strategic sections of the eCampusOntario website and social media channels

## **Education, Professional Designations and Development**

- Bachelor's Degree or diploma in business administration, communications, marketing or equivalent combination of education and experience. Project Management Professional (PMP) designation an asset.

## Experience

- A minimum of two (2) years of experience in executive and/or governance secretariat support preferably in the postsecondary, education or public sectors. Experience with events, marketing or communications environments a strong asset.

## Skills

- Strong written, verbal and interpersonal communication skills, with an expert level of diplomacy, tact and discretion
- Exceptional organizational and time management skills in a governance, communications or marketing environment, with the ability to coordinate projects of varying duration and complexity
- Exceptional attention to detail
- Ability to manage competing priorities, and complete multiple simultaneous projects to completion within tight deadlines
- Tolerant of ambiguity and creative in approach to problem solving in the absence of a clear path toward an objective
- Ability to synthesize data to draw conclusions and make recommendations
- A clear understanding of the unique context of postsecondary, public sector or non-profit governance in Ontario, its processes, and the secretarial support required to make it function efficiently.
- An understanding of and sensitivity to multi-layered approvals processes and the planning required to navigate them effectively
- A good understanding of communications and marketing environments
- Strong knowledge of social media platforms and their functionality
- Strong computer skills, including expert use of Microsoft Outlook and Office, strong knowledge of Microsoft Teams, Adobe Acrobat, project management tools, and Zoom Webinars. Knowledge of Adobe Creative Suite is an asset.
- Bilingualism (English/French) is an asset
- Demonstrated commitment and understanding equity, decolonization, diversity and inclusion with the ability to communicate and work effectively with diverse peoples.

## Application Process

Candidates are invited to email us at [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca) (*subject Administrator, Office of the Chief Executive Officer*) with a **Cover Letter** and **Resume** attached as a **single PDF file**, titled "**Last Name, First Name.pdf**".



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ecampusontario.ca

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

The posting will remain **open until filled**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs and Opportunities](#) for more exciting positions.

### **Equity, Decolonization, Diversity and Inclusion Statement**

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

### **Accessibility Statement**

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca).

### **COVID-19 Pandemic Statement**

eCampusOntario's operations are currently remote due to the global COVID-19 pandemic. Once it is safe to do so, this position will be based out of the eCampusOntario office in downtown Toronto where we envision a hybrid-work arrangement will be made available for all of our employees.

**For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>**