

## Board Administrator and Paralegal

### The Opportunity

The Board Administrator and Paralegal will serve as the primary contact and administrator for matters of the Board and associated committees. The successful candidate will establish and enhance Banff Centre policies and procedures to ensure compliance with relevant government legislation applicable to Banff Centre, in addition to reviewing and updating internal policies and procedures. The incumbent will provide assistance in developing and drafting policies and procedures for the Board of Governors, Standing Committees and The Banff Centre Foundation. This position will work closely with General Counsel and External Relations, President and CEO, the Board of Governors, the Senior Leadership team and other stakeholders.

### Specific Accountabilities

Reporting to General Counsel and External Relations below are some key accountabilities:

- Draft and maintain policies, practices, listings and reports for the Board, fulfilling any requirements as may be requested by the President and CEO, Board Chairs or Committee Chairs
- Oversee accurate documentation and maintenance of all official records of Board activities (minutes of proceedings, resolutions, etc.)
- Utilize project management skills to plan, coordinate and ensure the implementation of all administrative functions relating to the Board of Governors
- Provide some paralegal support related to the review of the legal implications of internal policies and procedures; the drafting of contracts and agreements; and other matters as required
- Maintain current knowledge of governance in order to conceive and implement actions needed to provide responsive and effective support to the Board
- Provide information and instructional sessions for staff to communicate new or changes in policies or procedures
- Act as liaison with the government to ensure adherence to required ministry procedures, reports and documentation.
- Lead assigned projects ranging from specific Board directives to activities contributing to other aspects of internal operations
- Establish and maintain positive external and internal relationships with Board members, internal staff, and other post-secondary institutions and government contacts

### Qualification and Educational Requirements

- 5+ years of policy related experience
- Knowledge of regulatory compliance or corporate law
- Knowledge of Board governance – not-for-profit experience is preferred
- Proven experience in implementing written policies, procedures, and standards of conduct
- Knowledge of working with government ministries with related policies, procedures, reports and required documentation
- Proven relationship builder with the ability to genuinely connect with others
- Skillfully able to manage several projects simultaneously with a strong attention to detail
- Ability to remain objective and function independently
- Effective written and oral communication skills
- A high degree of tact, initiative and concern for accuracy and confidentiality is a must
- Comfortable presenting in small and large groups
- Proficient with the Microsoft Suite of products (Outlook, Excel, Word and PowerPoint)

## Special Requirements

- **This position will be working remotely due to the COVID-19 pandemic with the possibility of continued remote work once restrictions are lifted.**
- This position may require the candidate to be available to work a flexible, irregular schedule.

## Employment Terms & Benefits

- In accordance with the terms of employment governing Management/PSP employees, this is a permanent, full time position subject to a 6 month probationary period working 40 hours per week.
- The successful candidate will enjoy twenty paid vacation days and four personal days annually, extended medical and dental benefits, and participation in an employer-matched pension plan.

## Application Process

- **We are currently accepting applications for the Board Administrator and Paralegal position until a suitable candidate is found.**
- Please include a cover letter demonstrating how your experience translates to this position and why you are interested in becoming part of our team.
- Candidates offered a position with Banff Centre, in this capacity, will be required to obtain a criminal record check verifying a clear record before a final job offer can be finalized.