

## GOVERNANCE & CEO SUPPORT LEAD

### JOB SUMMARY

Position:	Governance & CEO Support Lead
Purpose:	The Governance & CEO Support Lead will provide coordination and administrative support to the CEO's office, with a primary focus on board and corporate governance processes, cross-functional initiatives emerging from the CEO and executive team, and organizational priorities that evolve over time. This role also provides executive assistant support to enable effective day-to-day CEO/executive operations.
Reports to:	The Chief Executive Officer
Classification:	Full-Time Contract; April 1, 2026 – March 31, 2027; subject to extension based on funding.
Hours & location:	35 hours per week – hybrid position with an expectation to be onsite in accordance with AMSSA policies and organizational needs. The role supports a flexible, evolving office environment and may require periodic onsite presence for board/committee meetings, executive engagements, and operational requirements that are outside of regular office hours. AMSSA's office is located at Metrotower II, Suite 2308, 4720 Kingsway, Burnaby, B.C. V5H 4N2.
Salary:	\$36 - 38 per hour with a comprehensive benefits package including: <ul style="list-style-type: none"><li>• pro-rated 20 days of vacation and 12 days of sick leave</li><li>• 1 day paid off for religious and cultural observance;</li><li>• extended health benefits after 3 months of employment; and</li><li>• other longer-term employment benefits including RRSP and staff recognition.</li></ul>
How to apply:	Please send your cover letter and resume together in one document outlining relevant experience and qualifications to Vittoria Guastafierro, HR & Engagement Specialist at <a href="mailto:vguastafierro@amssa.org">vguastafierro@amssa.org</a> <ul style="list-style-type: none"><li>• Include position title in email subject line.</li><li>• Include your first and last name and the job title of the posting in the title of your cover letter and resume document.</li></ul>

Applications will be reviewed on an ongoing basis. The posting will remain open until filled and will close without notice.

Only shortlisted applications will be contacted.



**Land Acknowledgement:** As a provincial umbrella association, AMSSA acknowledges that BC is on the unceded homelands of First Nations who have stewarded this land since time immemorial. We recognize the privilege that we have as settlers on this land, and acknowledge that AMSSA's operations is on the unceded traditional territories of the x̱m̱əθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We wish to acknowledge that as settlers on the land, the Calgary office operates on traditional Territory 7 territory in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations).

As an organization, AMSSA is committed to creating a safe space for indigenous voices.

## AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 90 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
- We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.
- We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.
- We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.
- We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.
- We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

## DUTIES

- Coordinate board and committee governance processes, including annual workplans, calendars, meeting schedules, and key deliverables (agendas, briefing packages, minutes, and resolutions).
- Maintain governance records, policies, and registers, ensuring proper version control, document retention, and secure handling of confidential information.
- Prepare, format, proofread, and distribute reports, presentations, and executive correspondence in alignment with organizational standards.
- Track decisions and action items from board, committee, and executive meetings, ensuring timely follow-up and completion.
- Provide coordination support for business development and partnership activities, including tracking opportunities, maintaining contact lists, and supporting proposals.
- Support cross-functional projects led by the CEO and executive team, including timeline tracking, documentation, and communications.
- Coordinate logistics for governance meetings and executive engagements (virtual and in-person), including materials, technology, and accessibility needs.
- Manage the CEO's calendar, scheduling meetings, prioritizing commitments, and resolving conflicts.
- Coordinate internal and external meetings, including agenda preparation, material distribution, and meeting setup.
- Serve as a key liaison between the CEO, Board, staff, and external partners, ensuring clear and professional communication.
- Screen and prioritize incoming communications (emails, calls, requests), responding or redirecting as appropriate.
- Prepare meeting minutes, summaries, and decision records, ensuring accurate documentation and distribution.
- Organize travel arrangements and itineraries, ensuring alignment with organizational policies.
- Manage expense reports, invoices, and basic budget tracking related to executive activities.
- Identify and implement improvements to administrative processes, systems, and tools to enhance efficiency and effectiveness.

## QUALIFICATIONS

- Education in Business Administration, Office Administration, Governance, Communications, or a related field, or an equivalent combination of education and experience.
- Experience supporting board or corporate governance processes (e.g., board/committee meeting coordination, agendas and briefing materials, minutes, resolutions, action-item tracking, and governance records management).
- Experience supporting senior leadership (e.g., CEO, Executive Director, or senior management team) and working effectively with board members and external partners.
- Experience supporting business development, partnerships, or funder/partner engagement activities (e.g., tracking opportunities, maintaining contact lists, coordinating meetings, and supporting the preparation of proposals/briefings).
- Demonstrated ability to manage multiple priorities, deadlines, and competing requests in a fast-paced and evolving environment.

- Strong organizational skills and attention to detail, including document formatting, proofreading, record management, and version control.
- High level of discretion and confidentiality when handling sensitive governance and executive information.
- Advanced proficiency in office software, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms (e.g., Zoom, Teams).
- Comfort working with technology tools and systems; familiarity with AI/tech tools for administrative productivity is preferred but not required.
- Project coordination/management experience is preferred but not required (e.g., tracking timelines and deliverables, maintaining project plans, coordinating stakeholders, and documenting decisions).
- Ability to anticipate needs, work proactively with minimal supervision, and adapt to changing priorities to support projects emerging from the CEO's office and executive team.
- Strong interpersonal skills and ability to build positive working relationships with staff, members, partners, and stakeholders.
- Experience in providing administrative or executive-level support in a professional office environment, especially in a non-for-profit or public sector
- Strong attention to detail and accuracy in document preparation and record management.
- Problem-solving skills and the ability to adapt in a fast-paced environment.