**BC CEO NETWORK WORKING GROUPS COORDINATOR**

**Overall coordination and administration of the three BC CEO Network Working Groups**

**Employment, Home Share, and Supported Living**

- Contract position, beginning December 2014; renewable after 1 year contract, mobile office, Lower Mainland, BC
- Flexible hours, 10-15 hours/ month, $30 per hour fee for service

**Overview of position**

This contract position will assist the BC CEO Network with the coordination and administration of the three recently established Working Groups. Consistency will be ensured among the Working Groups with respect to structure, Terms of Reference, Work Plans, and records.

**Specific duties/ responsibilities**

- Work with the three sets of Co-Chairs before, during and after meetings to coordinate activities (establishing agendas, distribution of materials including minutes, and other duties as required)
- maintain consistency across three Working Groups
- Liaise with BC CEO Admin Support regarding booking of venues and other purchases
- Must be available to attend meetings which occur over two consecutive days three to four times per year
- Take effective minutes at all meetings, using one template for all Working Groups
- Coordinate any audio visual requirements, supplies, and printing of materials for all meetings
- Maintain and edit records for each of the three Working Groups, including Terms of Reference, Work Plans, minutes, and membership lists
- Send out notice of meetings (agendas and previous minutes and other material as required) and manage RSVP’s, including prompting members if required
- Report back to the Board on a regular basis and when requested
- Other administrative tasks as required

**Required skill set**

- Self-starter
- Coordination experience
- Solution-focused approach
- Excellent communicator (written, verbal, ability to take effective minutes and identify action items, professional email)
- Ability to take initiative and manage tasks efficiently
- Strong computer skills, including familiarity with video conferencing
- Excellent organizational skills
• Understanding the parameters of the work, including CLBC and provincial context
• Anticipating needs and proactively schedule self accordingly
• Responsive attitude and remains professional in stressful situations
• Must be located in the Lower Mainland
• Understanding of the CLBC services: home share, employment and supported living

Apply by email to BC CEO Network bcceonetwork@bcceonetwork.ca, by November 28, 2014