



# INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

## JOB DESCRIPTION

<b>POSITION TITLE</b>	Executive Coordinator	<b>JOB TYPE</b>	Full-time, permanent
<b>REPORTS TO</b>	VP, Industry, Partnerships, Growth	<b>DATE</b>	May 2024

### PURPOSE

The Executive Coordinator (EC) provides high level administrative and executive support to the ISO leadership team, with a primary focus on enabling effective leadership, sound decision making, and efficient use of time and resources.

The EC plays a trusted, leadership-adjacent role, exercising judgment, discretion, and anticipation to manage information flow, schedules, and priorities in a complex, fast-moving environment. This role contributes to the overall effectiveness of the organization by ensuring leadership is well supported, well prepared, and able to focus on strategic and relational work.

### KEY RESPONSIBILITIES

#### Executive & Leadership Support

- Proactively manage and coordinate complex calendars for members of the leadership team, ensuring schedules are current, well prioritized, and conflict-free
- Anticipate needs, identify matters requiring timely attention, and flag issues requiring leadership input or decision
- Prepare, organize, and distribute briefing materials, agendas, and background documents in advance of meetings
- Serve as a key point of coordination between leadership and internal and external stakeholders

#### Board & Governance Support

- Prepare agendas and supporting materials for quarterly Board meetings and other governance-related meetings
- Coordinate meeting logistics, including virtual platforms or in-person arrangements
- Take accurate meeting minutes and track follow-up actions as required

#### Travel, Events & External Engagement

- Coordinate domestic and international travel for leadership, including flights, accommodations, itineraries, and advance planning
- Support leadership participation in festivals, conferences, panels, and industry events, including registrations, bios, and headshots
- Support the planning and coordination of special events, including annual TIFF events, community consultations, and staff retreats (in collaboration with relevant teams)

#### Administrative & Organizational Support

- Manage shared tools and accounts (e.g., Zoom, DocuSign, digital subscriptions)
- Manage general phone number and inbox
- Support organization and maintenance of contracts, agreements, and key documents
- Introduce and maintain effective systems for shared files and document management
- Track general inquiries and ensure appropriate follow-up or resolution
- Maintain a working knowledge of ISO policies, procedures, and information systems

#### Additional Support

- Organize logistics for in-person meetings, including space bookings and food and beverage
- Support special projects and other duties as assigned, as appropriate to the role

### EDUCATION AND EXPERIENCE REQUIREMENTS

- Demonstrated experience providing senior-level administrative or executive support in a complex organization



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- Experience working in cultural, media, public-interest, or not-for-profit environments is an asset
- Experience supporting senior leaders, boards, or governance bodies
- Experience working with Indigenous communities, organizations, or governance systems, or demonstrated understanding through lived and/or learned experience
- Formal post-secondary education is welcomed but not required. ISO recognizes and values knowledge gained through lived experience, community-based work, cultural practice, and professional pathways outside of traditional academic structures.

### KNOWLEDGE AND SKILLS REQUIREMENTS

- Demonstrated alignment with and commitment to the mission, values, and mandate of the Indigenous Screen Office
- Proven ability to manage multiple competing priorities in a fast-paced, high-pressure environment, while maintaining professionalism and sound judgment
- Advanced organizational and administrative expertise, including complex calendar management, document preparation, and coordination using Google Workspace, Microsoft Office, and related digital tools
- Strong proficiency with virtual meeting platforms and digital collaboration tools (e.g., Zoom, DocuSign)
- Demonstrated discretion, diplomacy, and the ability to exercise independent judgment in matters involving sensitive information and leadership decision-making
- Excellent interpersonal and relationship management skills, with the ability to communicate clearly and effectively (both verbally and in writing) with artists, community members, government stakeholders, partners, and diverse cultural groups
- Ability to work independently with minimal supervision while remaining highly collaborative and responsive to leadership needs
- High level of integrity and capacity to maintain strict confidentiality
- Exceptional attention to detail, with strong planning, organizational, and time-management skills
- Proactive and solutions-oriented mindset, with a willingness to contribute to a culture of learning, mentorship, and shared accountability
- Commitment to fostering a respectful, inclusive, and positive workplace culture
- Flexibility to support occasional evenings and weekends, particularly during festivals, events, or peak periods
- Bilingual proficiency in English and French is considered a strong asset.

### EMPLOYER BENEFITS

ISO offers a comprehensive total rewards package designed to support employee wellbeing, financial security, and professional growth. The annual salary range for this position is \$60,000–\$70,000, commensurate with experience and internal equity.

Our total rewards package includes:

- Comprehensive Health and Dental benefits coverage
- Employer paid Life Insurance and Long Term Disability coverage
- Health & Wellness Spending Account to support physical and mental wellbeing
- Paid time off, including vacation, personal days, and parental leave
- Defined Contribution Pension Plan with employer contributions
- Annual professional development stipend to support career growth and learning