



## **Executive Coordinator (\$45,324 - \$51,108)**

**Reporting:** The position reports to the Staff Relations Officer as defined in Article 2.03

### **Summary:**

- The Executive Coordinator is responsible for coordinating the offices of the Association's Executive Committee (i.e. the elected Commissioners). This position will work with the Commissioners and the General Manager on various projects but will be directly accountable to the Staff Relations Officer.

### **Work Requires:**

- A minimum of a high school diploma. Post-Secondary Education is an advantage.
- Excellent verbal and written communication skills in both English and in French.

### **Duties and responsibilities:**

- At the direction of the Commissioners or the General Manager, assist the Commissioners in coordinating the GSAÉD's press relations, particularly by drafting and revising press releases.
- At the direction of the Commissioners or the General Manager, produce and coordinate direct communications with GSAÉD members (bulletin, letters, emails etc.).
- Coordinate with the annual transition between Executive Committees.
- At the direction of the Commissioners or the General Manager, create the design and coordinate the production of GSAÉD campaign materials (posters, flyers etc.).
- At the direction of the Commissioners or the General Manager, assist in coordinating any academic or social events.
- Take minutes at various meetings, as needed.
- Coordinate with Commissioners to schedule appointments and meetings with GSAÉD stakeholders (e.g. University representatives).
- Undertake minor translation tasks of various internal documents, which do not require a professional translator.
- At the direction of the Commissioners or the General Manager, assist with the

implementation and execution of all services and programs offered by the GSAÉD.

- At the direction of the Commissioners or the General Manager, undertake minor maintenance tasks on the GSAÉD websites.
- At the direction of the Commissioners or the General Manager, curate and maintain the GSAÉD's social media accounts.
- Any other related duties that may be determined by the Executive Committee and/or the General Manager.