



November 17, 2022

ENWIN Utilities Ltd. is currently accepting applications for the position of:

Coordinator, Corporate Initiatives

Reporting directly to the President and CEO, the Coordinator, Corporate Initiatives is responsible for providing professional support and fostering close working relationships with the Executive team and becoming an integral team member. This position is the first point of contact with external and internal affiliates such as Directors of the Boards, Commissioners, Councillors, Shareholders and the Mayor. A key function of this role will include management and execution of projects that require corporate wide involvement and input on behalf of the President & CEO in a busy environment. The incumbent must possess strong organizational skills, ability to prioritize tasks and use sound judgment.

The successful candidate will be responsible for creating multi-media presentations and speeches for industry events, board meetings and management meetings; preparing correspondence and draft; performing background research, analytics on data obtained, compiling results and drafting reports outlining findings; performing financial functions including recommending necessary budget adjustments and tracking costs ensuring adherence to budget; reviewing documents presented for CEO approval with a critical lens and highlighting any policy exceptions or errors or omissions; coordinating and collecting Key Performance Indicators (KPI's) across the company for presentation and review; managing a balanced schedule for the President & CEO; arranging, organizing and executing meetings including board orientation sessions, corporate events, employee town hall meetings, education days, committee meetings, special events and meetings of management, senior management and the executives; preparing agendas and minutes for meetings; managing the CEO communication, and drafting responses for CEO review; undertaking research often pertaining to external industry matters, civic matters, and regulatory and provincial changes that may impact the companies; managing all records of the executive office. Other significant projects may include annual update and coordination of the companies' Emergency Plan; participating in committee work representing the President & CEO.

The successful applicant must have the following skills and competencies:

- University degree in Communications, Arts and Humanities, Business, Public Relations or other related fields with at least 5 years of directly related experience; OR College diploma in a related field with a minimum of ten (10) years of directly relevant experience; OR secondary school diploma with fifteen (15) years directly relevant experience.
- Courses and demonstrated skills and experience in Microsoft Office applications including PowerPoint, Excel, Word; Web Design and other related software. The recruitment process will include a competency assessment of these skills for those selected for an interview.
- Experience providing executive administration support and project management to senior level leaders in public sector, government agencies, utility sector.
- Excellent professional communication skills, both written and verbal with a well-developed sense of diplomacy, tact and confidentiality.
- Strong customer focus including a strong sense of empathy and consideration for the challenges faced by external or internal customers.
- Positive self-starter with strong organizational, time management and multi-tasking skills.
- Strong ability to prioritize incoming requests and ongoing projects.
- Familiarity with the Ontario Business Corporations Act, the Municipal Act, corporate bylaws

Salary Range for Qualified Candidates: \$90,645 - \$100,717

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Monday, December 5, 2022. Please quote File #EWU-22-01-061 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.