



PTP Job Description

Job Title: *Executive Coordinator / Board Liaison*
Reports to: *Executive Director*

Job Description

The Executive Coordinator / Board Liaison holds responsibility for the day-to-day coordination of strategic planning, board liaison and executive support, across all program and operational areas, to the Executive Director. The aim of the role is to provide support for the Executive Director's networking, advocacy and strategic initiatives.

Duties and Responsibilities of this position include:

1. *Coordination and support of strategic planning initiatives, including:*
 - *Supporting the Executive Director as custodian of the Strategic Plan*
 - *Coordinating and facilitating strategic brainstorming and problem-solving sessions*
 - *Preparing presentations and metrics for strategic initiatives*
 - *Driving operational initiatives in support of strategic goals*
2. *Board Liaison, including:*
 - *Presenting and preparing reports and performance dashboards*
 - *Acting as a liaison between the Executive Director, board of directors, external community stakeholders and partners as required*
 - *Managing correspondence and communications on behalf of the Executive Director - including board meeting minutes*
 - *Conducting background research and information gathering*
 - *Following up with Board members or special committees as needed*
3. *Executive Support, including:*
 - *Drafting and coordinating proposals*
 - *Drafting, reviewing and editing reports, papers and various correspondence as required*
 - *Conducting research, assembling and analyzing data to prepare reports and documents as required*
 - *Supporting the Executive Director's networking and advocacy goals*
 - *Coordinating of the annual report and AGM*
 - *Writing for media releases, op-eds and presentations as needed*
 - *Maintaining a high standard of confidentiality.*
 - *Other responsibilities and tasks assigned as needed.*
 - *Attending meetings as required*
 - *Adhering to PTP policies*
 - *Undertaking other tasks as assigned*
 - *Coordinating the Executive Director's internal and external communication activities*

This position supervises:

- *None*