

Program Coordinator/Executive Assistant (Bilingual preferred – French/English)

The Centre for Excellence in Mining Innovation (CEMI) is undertaking the Mining Innovation Commercialization Accelerator Network (MICA), building a national ecosystem as a network of collaborative regional networks.

The MICA mandate is to:

- Connect Regional Mining Clusters to Cross-Sector Innovation Centres across the country
- Create a National Network to commercialize innovations into the mining industry
- Utilize the Canadian advantage of SME-based innovations to create a national mining technology ecosystem

The Role

The Executive Assistant is an integral member of the CEMI team responsible for the coordination and provision of administrative support services, including executive assistant services. These are primarily provided to the President/CEO and the Vice Presidents. As Program Coordinator they will work with the Network Manager to plan, organize and implement MICA network activities throughout the work phase. They are also to provide support in achieving the overall organizational objectives.

The Responsibilities

- Provide executive support to the President/ CEO and Vice Presidents, including scheduling and coordination of meetings.
- Participate and play a key role in planning, coordination and implementation of network events for the MICA program including, but not limited to; securing locations, agendas, coordinating presentations and follow up.
- Organize corporate meetings (including Board and Committees) on and offsite including scheduling and communication, booking facilities, preparation and distribution of agendas, preparation of minutes and information packages for meetings.
- Arrange travel for staff and guests including the booking of flights, car rentals and hotels.
- Provide assistance to the Finance Department specifically for reporting as it related to funded projects and programs, including MICA.
- Provide administrative support to the staff of the organization.
- Creation, duplication, and distribution of a variety of records, reports, contracts and other materials as required.
- Creation and distribution of materials including but not limited to newsletters, website updates, MailChimp etc.
- Liaison with marketing company for creation of marketing and communication materials including website, printed, virtual.
- Other duties as assigned from time to time.

Qualifications and Skills

- Degree in Office Administration
- Minimum 5 years of experience in administrative capacity
- Proficient with Microsoft software programs including, Word, Excel and Adobe
- Effective communication skills including verbal, written and presentation skills
- Proven ability to work effectively and show initiative both independently and in a team-based environment
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Diligent with strong organizational skills
- Continual improvement and innovative mindset
- Bilingual in French/English (written and spoken) preferred

Please submit your resume and cover letter in confidence via email to info@cemi.ca by **Friday, April 26, 2024**.

Note that only those selected for an interview will be contacted.

CEMI is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal people, members of visible minorities, and persons with disabilities.

Managed by the Centre for Excellence in Mining Innovation

