



The Congregation of the Sisters of St. Joseph in Canada is seeking to fill the exciting new position of Corporate Secretary. The ideal candidate will be attentive to detail, have significant Records Management experience, and be a team player. As the Corporate Secretary you will work under the direction of the Congregational Leadership and be responsible for the Corporate Book of Minutes, Agendas, and implement, monitor, and maintain the Corporate Records Management program.

Corporate Secretary

KEY RESPONSIBILITIES:

- Lead the implementation of the Corporate Records Management Program and help to deliver ongoing training for staff and directors.
- Monitor, and maintain the Corporate Records Management program and associated policies, seeking approval of the Congregational Leadership Circle (CLC) or their designate, for changes to the program or policies as required.
- Provide advice and direction to Sisters and/or staff regarding current records held.
- Collaborates with the key stakeholders including the CLC, the Treasurer and Director of Finance and Investments, the Archivist, and the HR Director to ensure the continuing success of the program.
- Develop, maintain, and ensure the application of the Corporate Records Retention policy.
- Monitor new regulations and practices regarding records management and make recommendations to the CLC or their designate.
- Maintain Board and committee meeting schedules, including booking meeting space, setting up virtual meetings, facilitating IT issues before/during meetings, booking meals, accommodation, refreshments as necessary

- Prepare agendas for the official meetings of the CLC and at the request of the Congregational Leader communicate pertinent decisions to the entire Congregation.
- Collaborate with the Congregational Archivist regarding documents of an archival nature.
- Write letters and/or prepare documents as the Congregational Leader or other CLC members direct.
- Custodian of the corporate seal.
- Responsible for the maintenance of records, documents, and statistics pertaining to the Congregational life such as Sisters' personal files, POAs and Chapter proceedings.
- Maintain Council/Corporate calendars as requested.
- Maintain list of members, data for communication, and work with Administrative Assistants to ensure information is distributed as directed.
- Oversee Board seasonal appreciation gift lists, Congregational directories, reading material orders for members
- Tending to various other tasks "as assigned" from time to time.

KEY COMPETENCIES:

- A willingness to learn about and understand the Congregation's activities, ministries, priorities, mission, and values.
- Working knowledge of canonical and civil legislation affecting Charities and religious Congregations in Ontario/Canada.
- Demonstration of "presence" and excellent communication skills
- Sensitivity and intuition toward CLC members, Sisters, and Senior Management
- Ability to read signals and provide early warnings to CLC and management about potential issues and opportunities
- Strong Record Management experience and skills
- Detail-oriented
- Strong analytical skills
- Flexible and creative
- Maintain a sense of balance no matter how pressured a situation
- Confidentiality

REQUIREMENTS:

- Completion of a post-secondary degree or diploma in information management, library sciences, archival studies, or management information systems.
- At least two years of related work experience with a functional file classification system (ISO 15489).
- At least two years of related work experience with records retention and disposition schedules.
- Understanding of legislation related to records including PHIPA.
- Proficient written and verbal skills
- Strong organizational skills
- Intermediate computer skills: Microsoft Office Suite, Zoom, and Teams.

The closing date is March 19th, 2021. Salary is negotiable.

Send resume and cover letter to:

Dorothy Freymond
Director of Human Resources
Congregation of the Sisters of St. Joseph in Canada
dfreymond@csjcanada.org
705-745-1309x503

We value an inclusive and diverse workplace and are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process please notify Human Resources at the time of interview selection.