

**About CAPIC**

The Canadian Association of Professional Immigration Consultants (CAPIC) is a non-profit professional association for licensed immigration and citizenship consultants in Canada. It is dedicated to promoting the best interests of immigration and citizenship consultants in Canada.

CAPIC is a key stakeholder in immigration issues, a national leader in professional development programs, and is credited with promoting professionalism in the immigration consulting industry.

**Position Overview:**

Working remotely, the **Corporate Secretary** is responsible for assisting the Chief Executive Officer in coordinating administrative procedures, public relations activities and research and analysis functions committees and boards of directors.

**Roles and Responsibilities:**

The successful candidate's primary responsibilities may include

1. Develop and manage the implementation of policies and procedures required to safeguard corporate governance documents and records including official filings, legal documents, minutes, records, and reports;
2. Establish and co-ordinate administrative policies and procedures for the organization;
3. Prepare agendas and arrange for committee, board and other meetings; record and prepare minutes of meetings, drafting resolutions as needed; maintenance of meeting files;
4. Filing corporation returns, maintain all corporate records to ensure the organization is in compliance with all authorities as required by the organization's bylaws and relevant government laws and regulations;
5. Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors;
6. Analyze incoming and outgoing correspondence, memoranda, submissions and reports and prepare and co-ordinate the preparation and submission of summary briefs and reports to executives, committees and boards of directors;
7. Liaise with departmental and corporate officials and with other organizations and associations on behalf of executives, committees and boards of directors;
8. Set up and maintain manual and computerized information filing systems;
9. Schedule and confirm appointments and meetings;
10. General administrative support including but not limited to order office supplies and maintain inventory; arrange travel, related itineraries and make reservations; answer telephone and electronic enquiries and relay telephone calls and messages;
11. Direct member requests to appropriate staff members and ensure timely response;
12. Other duties as assigned by the CEO.

**Qualifications:**Required:

- Related Bachelor's degree
- At least 5 years of experience working with senior executive leaders and Board members

- Exceptional oral and written communication skills and strong attention to detail
- Ability to work independently as part of a dynamic team
- Ability to prioritize among competing goals to execute on tight deadlines
- Articulate, polished, and professional demeanor with strong work ethic, initiative, and confidence
- Familiar with corporate governance laws and regulations for not for profit
- Savvy with Microsoft Office (Word, Excel, PowerPoint), YouTube Channel management, as well as online email and website update interface

Preferred:

- Experience and proven success working in member organization
- Knowledge in French an asset

**Compensation**

Salary commensurate with experience and within the salary range of similar positions in the region, between \$55,000 to \$62,000 per annum including bonus; health insurance plan, RRSP Matching plan